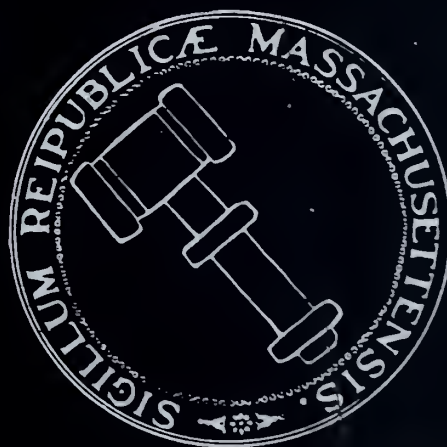




# THE TRIAL COURT

GUIDELINES FOR  
DELIVERY OF LIBRARY SERVICES  
IN THE TRIAL COURT





MASS. J9.2:G94

GUIDELINES FOR  
DELIVERY OF LIBRARY SERVICES  
IN THE TRIAL COURT

GOVERNMENT DOCUMENTS  
COLLECTION  
OCT 02 1984  
University of Massachusetts  
Depository Copy

Approved:

Richard M. Mason  
Chief Justice Mason  
June, 1983





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## 10.000 INTRODUCTION

The purpose of this document is to establish Trial Court policy regarding library service. The document is applicable to Trial Court law librarians and Trial Court employees responsible for maintaining legal collections.

The document is a cumulation of input from the Law Library Coordinator, the Advisory Committee on Law Libraries, the Trial Court Law Librarians, responses from surveys conducted in the Superior, District and Probate and Family Court Departments and Departmental Liaisons for Libraries.

This document is intended to establish minimum standards for all libraries and legal collections within the Trial Court. Trial Court law libraries are those libraries formerly administered by the county. The Trial Court law libraries are being organized under a tier structure.

Tier A law libraries shall maintain a certain level of staffing (see section 20.300), collection (see section 20.900), equipment (see section 20.600) and services (see sections 20.400 and 20.800) to not only meet the needs of their patrons but also to be responsive to the needs of the Tier B and Tier C law libraries and their patrons.

Tier B law libraries shall maintain a certain level of staffing (see section 20.300), collection (see section 20.900), equipment (see section 20.600) and services (see sections 20.400 and 20.800) to meet the needs of their patrons. Tier B law libraries may also maintain specialized collections based on patron need and available to other Trial Court law libraries.

Tier C law libraries shall maintain a certain level of staffing (see section 20.300), collection (see section 20.900), equipment (see section 20.600) and services (see sections 20.400 and 20.800) to meet the needs of their patrons.

Each department developed a basic law book collection and policies based upon their needs for law books and internal structures. The Boston Municipal Court and District Court Departments developed law library collections. The Housing, Juvenile, Land and Probate and Family Court Departments developed basic lists of law books to be shared by court personnel working in close proximity. The Superior Court Department developed a basic law book collection for the courtroom/lobby collection.

To utilize the manual, review the Table of Contents to determine what component of the document is most applicable. Other parts of the document may provide additional resource material.

The Planning Document for the Delivery of Library Service to the Trial Court was approved by the Chief Administrative Justice in June, 1983 and shall be implemented in all departments within the next year.

This entire document shall be regularly reviewed, revised and approved.









## 20.100 STANDARDS/GOVERNANCE

- 20.101 The Office of the Chief Administrative Justice, in cooperation with the Chief Justices, Administrative Justices and Presiding Justices, has the authority and responsibility and should have the financial support to plan and coordinate law library service in the Trial Court.
- 20.102 Planning or decisions that concern the law libraries in any or all of the following areas shall involve the law librarian(s) and/or law library coordinator:
- a) personnel;
  - b) physical facilities;
  - c) bibliographic and physical control of the collection and its access;
  - d) budget;
  - e) hours.
- 20.103 As Trial Court employees, the law librarians shall be responsible to the Chief Administrative Justice and shall report directly to the law library coordinator.
- 20.104 Efforts towards cooperative delivery of library service among libraries should be encouraged. The law library coordinator shall be the representative of the Office of the Chief Administrative Justice in such planning. All formal cooperative arrangements shall be approved by the Chief Administrative Justice.
- 20.105 Bar Associations shall be able to organize a Friends organization for a particular library.

A Bar Association considering organizing a Friends organization should contact the librarian for procedures on how to proceed.

Such committees shall be called "Friends of the \_\_\_\_\_  
Law Library".

The purpose of the Friends shall be to maintain a committee of persons interested in the law library; to focus attention from the bar on library services, facilities and needs; and to stimulate gifts of books, magazines and looseleaf services desirable to the collection.

The activities of the Friends shall include efforts to:

- encourage understanding and appreciation of the work of the law library;
- build a realization of the importance of the library to the Trial Court;
- acquire books and equipment which are beyond the resources of the ordinary library budget;
- secure financial aid;



## STANDARDS/GOVERNANCE (con't)

- attract bequests and gifts of books, money or other appropriate materials to the library;
- enhance communication between the membership of the bar and the library on library services, operations and events;
- serve as a medium through which friends of the library may become acquainted and share their enthusiasm for books and the law library.

The Friends shall only be advisory to the librarian. Suggested By-Laws for the Friends of the Law Library are available from the librarian.

- 20.106 The Chief Administrative Justice shall appoint a Trial Court Advisory Committee on Law Libraries to assist the Chief Administrative Justice in making determinations relative to the libraries.



20.200 STARDARDS/PHILOSOPHY

- 20.201 Librarians through their services and the management of the law libraries should support, broaden and strengthen the Trial Court's intent, so as "to promote the orderly and effective administration of the judicial system of the Commonwealth."
- 20.202 Librarians shall assist, to the best of their ability, judges, attorneys, law clerks and other court personnel within the context of the library profession.
- 20.203 Inhabitants of the Commonwealth shall have access to the law library services and the collection therein. The librarians shall serve and assist people making use of the library during regular library hours.
- 20.204 Inmates, as inhabitants of the State, shall be offered library services through requests made by the librarian or the person within the institution authorized to oversee law library services.
- 20.205 Libraries, and/or librarians, shall become part of library networks, when appropriate, for the purpose of communication, resource sharing and continuing education.





20.300 STANDARDS/PERSONNEL

20.301 The Trial Court Personnel Policies and Procedures Manual and relevant collective bargaining agreements shall determine personnel policy.

20.302 Law libraries shall be managed by full-time professionally qualified librarians.

20.303 The recommended staffing levels are:

Tier A: 1 Law Librarian II  
1 Administrative Assistant to the Law Librarian  
2 Library Aides or  
1 Library Aide and temporary help for special projects

Tier B: 1 Law Librarian I  
1 Clerk/Typist (PT 20 hours)

Tier C: 1 Law Librarian I  
1 Clerk/Typist (PT 10 hours)

20.304 Librarians shall be guided by the American Association of Law Libraries, Code of Ethics.

20.305 Librarians shall meet regularly to form and maintain a network for the purpose of communication, resource sharing, education and training, and the development of cooperative projects.

20.306 Comfortable working conditions should be maintained, including not only proper light, heat and air-conditioning, and where possible provisions for lunchroom facilities, efficient layout of work space, and proper tools and equipment.

20.307 Librarians and library staff should be given opportunity and encouragement to offer views and suggestions, and to assist in planning and policy development. They should be kept fully informed about decisions and plans.

20.308 Librarians shall be reimbursed for certain expenses incurred in the performance of their duties.

20.309 A planned program of continuing education for librarians shall be encouraged.

20.310 Librarians shall maintain communications and establish liaison with their counterparts in the court system and in all types of libraries outside the Trial Court.

Librarians shall cooperate and coordinate with other librarians and legal groups to keep abreast of developments in the field, and shall apply such knowledge to the benefit of the library.



## STANDARDS/PERSONNEL (con't)

Librarians shall be encouraged to communicate and associate with the local bar association and their library committee.

Librarians shall investigate new and changing techniques for handling legal information.

Librarians shall be encouraged to participate in local, state, and national professional library associations and to keep informed as to the growth of the library profession.

Librarians shall be encouraged to contribute to their field by engaging in committee work, holding office and attending local, state and national meetings of their associations.

- 20.311 Librarians who work alone shall contract, subject to approval, daily services of a replacement in order to keep the library open on days that the librarian is not present because of illness, vacation, authorized leave or duties outside the library that are job related.



20.400 STANDARDS/SERVICES

- 20.401 The librarian shall provide reference service and locate library materials upon request, drawing upon other libraries and agencies when necessary.

For Trial Court personnel, the request may involve several minutes to several hours to answer.

For the public, the librarian should assist in every way possible.

For students, ranging from elementary to law school students, librarians should assist them as necessary in their research.

Librarians shall not give legal advice or interpret the law.

If needed material is unavailable at the library, the librarian shall ascertain where the material may be located and notify the patron.

In-state telephone calls made to locate materials shall be at the library's expense.

The librarian shall inform the patron of the loaning policies of the library owning the materials.

State and national interlibrary loan codes should be followed in locating and requesting materials from librarians outside the Trial Court.

- 20.402 Information regarding holdings of materials within the Trial Court should be made available in all libraries through a union catalog and there should be regular communication between libraries by mail, telephone or electronic means.

- 20.403 Law libraries in the Trial Court shall maintain reciprocal use privileges enabling patrons in the Commonwealth to use materials in any Trial Court law library either by direct access or through interlibrary loan.

- 20.404 The organization and shelving of the collection shall be in an orderly, consistent manner so that patrons can readily locate materials on their own.

- 20.405 The collection shall be cataloged and classified for easy retrieval of materials by patrons and staff.

- 20.406 Patrons and staff should have photocopying facilities available for use within the legal restrictions of the Copyright Law.

- 20.407 Judges and attorneys may borrow from the library collection in accordance with the circulation policy.



## STANDARDS/SERVICES (CON'T)

- 20.408 Well-planned hours of service must be maintained by all law libraries in the Trial Court. Library hours should balance the convenience of the users and the most economical use of personnel and facilities.
- 20.409 Librarians should provide tours of the library, bibliographic instruction and assistance to those who request or require it.
- 20.410 A public card catalog and standard legal bibliographic materials, i.e., indexes, library catalog and bibliographies, should be available for use of the patrons and staff.





20.500 STANDARDS/FACILITIES

20.501 The library should have adequate space to house a specific tier collection and staff to make the library a good environment for research.

20.502 In all new courthouses, the library should be housed on the main floor, within easy reach of the offices, courtrooms, and judges chambers. There should be a separate outside entrance to allow the library to be open evenings and/or weekends without opening the entire courthouse.

20.503 Shelving should be adequate to hold the collection in a convenient arrangement for use and allow for ten years growth of the collection.

20.504 The library's main reading room should be sufficiently large to permit open shelving of the entire collection in a convenient arrangement for use. The size of the library should allow for sufficient space for carrels, tables, chairs, equipment, library materials of all types, and for individuals to make comfortable, efficient use of them.

Seating in the reading room should accommodate at least 5% of the attorney population served. Attorney population is traditionally used to estimate patron usage in law libraries because it is most easily quantifiable.

The recommended minimum floor space requirement per reader is 75 square feet.

In planning or redesigning libraries, rooms should be provided for:

- (a) conferences;
- (b) private study carrels;
- (c) photocopy equipment;
- (d) dictation;
- (e) audio/visual equipment;
- (f) microform use and storage;
- (g) computer terminals
- (h) typing

20.505 The sections of the library which readers use most frequently (book areas, reading areas, catalogs, information sources, and service desks) should be located for the user's convenience and in functional relationship to permit economical operation and ease of supervision.

20.506 Libraries shall have an audio/visual area with outlets for microform readers, microform reader/printers, cassette players, and other equipment requiring electricity.



## STANDARDS/FACILITIES (CON'T)

- 20.507 Physical provision should be made for staff desks to provide information and reference service to users in person and guidance in the use of the library's resources. A secure area to keep heavy use, high-priority texts should be provided near the librarian's desk.
- 20.508 To avoid disturbing patrons, office and work areas should be provided for the librarian and staff. These rooms should be separate from, but within easy reach of, the reading area. The office and work areas should be laid out to facilitate prompt and efficient performance of acquisitions, telephone reference, technical processing, secretarial, administrative, and custodial service.
- The recommended minimum space requirement for each worker in reference and circulation is 130 square feet.
- The recommended minimum space requirement for each person in technical services is 150 square feet, since these activities need room for book and record storage and processing.
- 20.509 Library facilities should have storage space for old or little used materials and secure storage space for equipment.
- 20.510 There shall be adequate lighting for library users and staff.
- The intensity recommended in most circumstances is 70 footcandles of maintained intensity for the reading room and staff areas and 30 footcandles for storage (shelves and files).
- 20.511 Libraries should be air conditioned and humidity controlled to preserve books and other materials.
- The preferred climatic is 70 degrees F and 50% relative humidity and represents a manageable compromise with the necessity for people comfort.
- 20.512 Floor coverings should be made of non-slip, noise reducing materials.
- 20.513 Draperies, if part of furnishings, shall be flame-proof.
- 20.514 Library facilities should have fire extinguishers.
- 20.515 Library facilities or the courthouse should have a staff lounge and staff restroom.
- 20.516 Library patrons shall have access to the public restrooms and a pay telephone within the courthouse.



## STANDARDS/FACILITIES (CON'T)

- 20.517 One area of the library or in the courthouse should be available for patrons for smoking and/or eating.
- 20.518 To make the library accessible to all patrons, including the handicapped, the library and/or courthouse shall have:
- direction signs to law library posted both outside and inside the courthouse;
  - elevator service if library is located above the first floor;
  - 32 inch wide doorway;
  - sloping ramp if necessary
- 20.519 Only library entrances and exits which can be visually monitored shall be regularly used.
- 20.520 Libraries shall always be supervised by a librarian, library staff person, assigned court personnel or library substitute to insure the security of the collection.
- 20.521 The library's main reading room should not be utilized for conferences.



## 20.600 STANDARDS/EQUIPMENT AND FURNISHINGS

### 20.601 Law Library, Tier A

Basic equipment and furnishings for the use of patrons should include but is not limited to:

- a) open shelving sufficient for 10 years growth of the collection;
- b) tables, study carrels, and chairs sufficient for 5% of the attorney population usage;
- c) photocopier, preferably coin-operated;
- d) change maker;
- e) microform readers;
- f) microform reader/printer, preferably coin operated;
- g) lenses compatible to reader and reader-printer (dual lens recommended);
- h) microform storage cabinets;
- i) portable readers;
- j) tape players and recorders;
- k) headphones;
- l) audio-tape cassette storage cabinets;
- m) computer assisted legal research;
- n) typewriter available to patrons;
- o) typewriter stand;
- p) public catalog;
- q) catalog for A-V materials;
- r) kardex for periodicals;
- s) vertical files;
- t) dictionary/atlas stand;
- u) kick stools;
- v) clock;
- w) pencil sharpener;
- x) waste baskets;
- y) stapler;
- z) ash trays;
- aa) shelf label holders;
- bb) end label holders;
- cc) paging system;
- dd) display rack;
- ee) newspaper rack;
- ff) bulletin board.





## STANDARDS/EQUIPMENT AND FURNISHINGS (CON'T)

Basic equipment and furnishings for the use of the staff should include but is not limited to:

- a) librarian's desk and chair;
- b) reference desk and chair;
- c) circulation desk with storage area and chairs;
- d) tables, desks and chairs for staff;
- e) telephones for librarian and at reference desk with more than one line;
- f) typewriter with library keyboard and card holder;
- g) typewriter (preferably electronic memory for cataloging);
- h) 2 typewriter stands and chairs;
- i) shelving for professional collection;
- j) shelving for indexing tools and materials to be catalogued;
- k) book trucks;
- l) photocopier;
- m) calculator with printout;
- n) filing cabinets;
- o) shelf list catalog;
- p) letter trays;
- q) magazine boxes;
- r) looseleaf binders;
- s) book supports.

### 20.602 Law Library, Tier B and Tier C

Basic equipment and furnishings for the use of patrons should include but is not limited to:

- a) open shelving sufficient for 10 years growth of the collection;
- b) tables, study carrels and chairs sufficient for 5% attorney population usage;
- c) photocopier, preferably coin operated;
- d) change maker;
- e) microform readers;
- f) microform reader/printer, preferably coin operated;
- g) lenses compatible to reader and reader/printer (dual lens recommended);
- h) microform storage cabinets;
- i) tape players and recorders;
- j) audio tape storage cabinets;
- k) typewriter available to patrons;
- l) typewriter table and chair;



## PATRON EQUIPMENT AND FURNISHINGS (CON'T)

- m) public catalog;
- n) kardex;
- o) dictionary/atlas stand;
- p) kick stools;
- q) clock;
- r) pencil sharpener;
- s) waste baskets;
- t) stapler;
- u) ash trays;
- v) paging system;
- w) shelf label holders;
- x) end label holders;
- y) display rack;
- z) newspaper rack;
- aa) bulletin board.

Basic equipment and furnishings for the use of the staff should include but is not limited to:

- a) librarian's desk and chair;
- b) table, chairs, and bookshelves for use in technical services area;
- c) telephone;
- d) typewriter with library keyboard and card holder;
- e) typewriter stand and chair;
- f) shelving area for professional collection;
- g) book trucks;
- h) photocopier;
- i) calculator with print out;
- j) filing cabinets;
- k) shelf list cabinet;
- l) letter trays;
- m) magazine boxes;
- n) looseleaf binders;
- o) book supports.



20.700 STANDARDS/BUDGET

- 20.701 Personnel of the law libraries shall have a full opportunity and regular channels for presenting the financial needs of the libraries to the Office of the Chief Administrative Justice.
- 20.702 All costs of maintenance and operation of the law libraries shall be paid by the Commonwealth. The budgets of the law libraries should be sufficient to maintain existing holdings and allow for the development through the acquisition of new titles. The budget should also provide for the rising cost of law materials.
- 20.703 The budget for the Office of the Chief Administrative Justice should include a line item for law libraries.
- 20.704 Each librarian shall prepare an annual budget request according to the procedures established by the Office of the Chief Administrative Justice.
- 20.705 The Law Library Coordinator shall submit a budget for library activities to be implemented within the Office of the Chief Administrative Justice. (i.e, travel, statewide projects)
- 20.706 The Trial Court Fiscal Systems Manual shall determine fiscal policy and procedures.
- 20.707 Financial compensation should be made to those non-Trial Court (i.e. Social Law) libraries whose collections are utilized much more as a lending library without equally drawing upon other collections.
- 20.708 Law librarians shall not exceed the library's annual budget allocations.



20.800 OPERATING POLICIES AND PROCEDURES

20.801 Policy on Access to the Library and the Collection

20.802 Policy on Circulation of Materials

20.803 Policy on Manuals

20.804 Policy on Photocopying

20.805 Policy on Binding

20.825 Procedures for Collection Organization

20.826 Procedures for Overdue Books

20.827 Procedures for Collecting Library Use Statistics

20.828 Procedures for Determining Library Collection Volume Count

20.829 Procedures for Public Relations

20.830 Procedures for Questionnaires

20.831 Procedure for Library Annual Report





The law libraries will only be open when the court house building is accessible and the library staffed. If an emergency situation does arise for court personnel, they should contact the librarian to either borrow the needed material or gain access to the facility. Since the court house buildings currently remain under the control of the county commissioners, accessibility to the building itself must be obtained from the county commissioners.

If persons, unaffiliated with the Trial Court, arrive at an inconvenient time without prior notice and require assistance, the librarian may suggest a specific time when assistance may be given.

Since the law libraries are public libraries, access to the handicapped should be provided. Libraries currently accessible to the handicapped are:

Berkshire Law Library in Pittsfield  
Hampden Law Library in Springfield  
Middlesex Law Library in Cambridge

Librarians receiving a mail or telephone request shall respond in one of the following manners (options listed in priority order):

Attorneys/Court-related personnel

- a) ask the patron to come to the library to use the material requested;
- b) mail a photocopy of material to the patron and charge the cost of the photocopy and postage to the patron if not a Trial Court employee;
- c) mail the material to the patron if the item is allowed to circulate.

Other Patrons

Ask the patron to come to the library to use the material requested or direct the person to another resources which can meet their need.



Massachusetts judges and attorneys may borrow materials from the library collection. Any other patron may borrow materials at the discretion of the librarian.

Reference and other materials designated by the librarian may not be removed from the court house. These materials should include statutes, acts and resolves, rules, regulations, city and town ordinances and by-laws, reports of the attorneys general, digests, indices, citators, loose-leaf services and texts in demand. If a second copy is available in the library or court house, material may be circulated with the discretion of the librarian.

Massachusetts materials may circulate at the discretion of the librarian based upon library demands.

Materials in heavy demand may be loaned overnight. Other materials may be loaned from the library for a period of seven calendar days, unless otherwise specified by the librarian.

Books or materials due on a day the library is closed will become due on the first day next when the library is open.

Materials taken from the library shall be recorded with the signature of the borrower and/or attorney's bar card number plus a means of contact such as a telephone number or address. If material is picked up by messenger, the librarian will make the entry. Upon return of materials, circulation record will be destroyed to protect the confidentiality of the borrower.

The period of circulation may be extended in person or by telephone, subject to immediate recall when requested by the court or another borrower.

If a library has a significant loss of books due to patrons ignoring the circulation policy, the librarian has the right to establish security procedures such as asking patrons to leave briefcases or bags with library staff or searching briefcases or bags upon departure. Security procedures should be visibly posted in the library.



Each library shall maintain a collection of Trial Court manuals and publications. Each library should have, but not be limited to, the following Trial Court publications:

- Personnel Policies and Procedures Manual
- Fiscal Systems Manual
- Record Retention Schedule
- A Manual of Standards and Procedures for the Proper Management of Trial Court Equipment
- Affirmative Action/Equal Employment Opportunity Plan
- Workmen's Compensation Manual

Each librarian shall maintain an operating procedures manual. The manual shall be specific so that a substitute librarian or a new librarian is able to provide service and continue established practices after reading the manual. Topics in the manual should include, but not be limited to:

- Processing of incoming mail;
- Circulation system;
- Use of telephone;
- Shelving of materials;
- Maintenance of statistics;
- Person(s) to call if questions or situations arise;
- Delivery of materials to courtrooms;
- Hours of library and time for lunch;
- Security procedures.



Library staff shall be responsible for photocopying materials only when a photocopy is needed to fill an interlibrary request.

In those libraries where revenue to the Library/Commonwealth is received from photocopiers or microform reader/printers, uniform charges for non-Trial Court personnel shall be established by the Office of the Chief Administrative Justice.

Trial Court personnel shall not be charged for court-related photocopies. Trial Court personnel shall make their own photocopies.

Copyright warnings shall be posted on library photocopy machines.

Permission should be requested from the librarian to copy older (pre-1900) and fragile volumes.

The librarian has the right to refuse to accept a photocopy request if, in the librarian's judgment, fulfillment of the order would involve violation of the Copyright law.





Materials important enough to warrant preservation shall be bound to increase their usefulness and for their protection.

Book binding should be done by a bindery that belongs to the Library Binding Institute and adheres to quality standards and uniformity in binding.

Priority items for binding or rebinding include all Massachusetts materials, law journals, and reporters.

Priority items should be bound annually.

Subscription records of periodicals, law journals and serials should be kept to assist in preparing materials that will eventually be sent to a bindery. Such records serve as an inventory of holdings, making it simple to determine if all issues of a volume have been received, and date of receipt.



All Massachusetts statutes, acts and resolves, digests, cases, Shepard's citations, regulations and treatises should be in the same general area.

All other state statutes should be shelved in one area with their appropriate digests, cases and Shepard's citations.

The National Reporter System should be shelved together with appropriate digests and Shepard's Citations.

Law reviews should be shelved alphabetically by title in the same area.

Encyclopedias should be in the same area.

Treatises should be shelved by subject matter.

A reference section should be located near the librarian's work area and accessible to patrons.



Attempts shall be made to notify patrons of the consequences of defacing, losing or not returning materials.

A copy of M.G.L. 266 section 99 and section 100 shall be prominently posted in law libraries.

Two days after the due date of an item has passed without the return of such material, a written notice shall be sent or a telephone call made to the borrower.

Thirty days after notifying a borrower, a written notice or a copy of the previous written notice and M.G.L. section 100 shall be sent to the borrower.

If a book is overdue for a period of more than 30 days, it shall be deemed lost and the borrower shall replace the material.

A damaged or defaced book shall be deemed lost and the borrower shall replace the material.

Unless the borrower pays the amount due or replaces the material within 60 days of the date due, the borrower's privileges shall be suspended and the librarian will notify the Law Library Coordinator of such action.

The borrower may regain privileges by paying the amount due or replaces the material.

Every six months, the Law Library Coordinator will distribute a copy of borrowers whose privileges have been revoked.



A check on library use will be made on the first and fifteenth day of each month, or if this falls on a holiday, the next business day.

The following categories shall be used to determine user percentages:

Judges

Court Officials: Clerk/Magistrates  
Assistant Clerks  
Probation Officers  
Official Court Reporters  
Registers of Probate  
Family Services

Attorneys, District Attorneys and Public Defenders

Public Officials: Department Heads  
City Solicitors  
Town Counsel  
School Committees  
Fire Department  
Law Enforcement Officers

Students: Law Schools  
Colleges and Junior Colleges  
High School

Public: Others not falling into above categories

The form "Library Use Statistics" shall be used to report data.





## LIBRARY USE STATISTICS

Person Completing This Form: \_\_\_\_\_

Library: \_\_\_\_\_

Year: \_\_\_\_\_

### INSTRUCTIONS:

1. Count the number of users in the library on the first and fifteenth day of the month. A user is any person who comes into the library that day. The same user can only be counted once during that day.

2. The categories of users include:

Judges

Court Officials: Clerk/Magistrates  
Assistant Clerks  
Probation Officers  
Official Court Reporters  
Registers of Probate  
Family Services

Attorneys, District Attorneys and Public Defenders

Public Officials: Department Heads  
City Solicitors  
Town Counsel  
School Committees  
Fire Department  
Law Enforcement Officers

Students: Law Schools  
Colleges and Junior Colleges  
High School

Public: Others not falling into above categories

3. Compute categorical percentages at the end of the year.
4. Include completed form as part of the annual report.



Comments: Above Average,  
average, below average;  
# of sessions; weather

[illegible]



## 20.828 PROCEDURE FOR DETERMINING LIBRARY COLLECTION VOLUME COUNT

Each librarian shall gather, maintain and report on the size of collection, based on definitions of terms and procedures developed by the American Association of Law Libraries.

An annual accurate volume count shall be arrived at every July 1 and included in the annual report. Determination of volume count will be based on "Library Collection Volume Count."

Records of acquisitions should be kept.

Records should be kept of items withdrawn or lost.



## LIBRARY COLLECTION VOLUME COUNT

### DEFINITIONS AND INSTRUCTIONS

- Book Stock:** Books and other printed materials that are catalogued in the same manner as books and that may be interfiled with books (include serials, separates, sets and all other classes of books.)
- Serials:** (Called "Periodicals" in the HEW Questionnaire.) A serial is a publication constituting one issue in a continuous series under the same title published at regular or irregular intervals over an indefinite period. Individual issues in the series may be numbered consecutively or dated. It includes publications that are frequently, regularly, and necessarily supplemented.
- Examples include: court reporters, digests, citators, session laws, statutory compilations, administrative registers, administrative codes, government document serials, loose-leaf services, legal encyclopedias, newspapers, magazines, journals, and law reviews.
- Volumes:** A volume is a physical unit of any printed, typewritten, hand-written, mimeographed, or processed work, contained in one binding or portfolio, hardbound or paperbound, which has been catalogued, classified, and/or made ready for use. Each linear foot of unbound materials (e.g., appellate papers, pamphlets, and government documents) equals 5 volumes. For unbound periodicals, use the bibliographic or publisher's volume count.
- Added During Fiscal Year:** Only report the gross number added, do not subtract the number withdrawn.
- Count only materials for which you hold final ownership with the exception of U.S. Depository Materials and United Nations Documents.
- Titles:** Exclude duplicates. Report the number of items for which a separate shelflist card has been made. Thus, six copies of the same edition of a title count as one title; two editions of the same title which have been catalogued or recorded separately count as two titles.





## LIBRARY COLLECTION VOLUME COUNT (CON'T)

A library which does not maintain a title count of its various collections, and that cannot easily count the number of shelflist cards, should use the following statistically sound method for estimating count:

1. Count the number of titles in one inch of the shelflist cards in the shelflist;
2. Repeat step one at random intervals (e.g., count one inch in every foot) throughout the shelflist;
3. Average the number of titles per inch;
4. Multiply the average titles per inch by the number of inches of cards in the shelflist.

Microforms: Microfilm, microcard, microfiche, and all other micrographics.

Volume  
Equivalent:

(Microforms) The U.S. Office of Education, National Center for Educational Statistics has not yet achieved general agreement among librarians on a definition. In the interim, law librarians will use the following method for determining volume equivalents of microform materials:

1. If the original material (hard copy) was in countable volumes, use that number as volume equivalents. The number of volumes of the original material is usually available from the bibliographic description.
2. If the original material was not in countable volumes, figure 800 pages of original material as the equivalent of one volume.

\*Developed by the American Association of Law Libraries



LIBRARY COLLECTION, FISCAL YEAR \_\_\_\_\_

Added During  
Fiscal Year

Withdrawn  
During Fiscal  
Year

Held at End  
of Fiscal  
Year

1. Book Stock (include serials; exclude  
microforms) Number of volumes

2. Number of titles

3. Microforms  
Number of volume equivalents

4. Number of titles

5. Total volumes & equivalents  
(sum of lines 1 and 3)

6. Total titles (sum of lines 2 & 4)

7. Audio Recordings  
Number of units (cassettes & tapes)

8. Number of titles

#### GENERAL SUBSCRIPTIONS

9. Number of serial subscriptions  
(include duplicates)

10. Number of titles  
(exclude duplicates)



Minimal promotional activities shall include:

An informational sheet and/or brochure on the library including but not limited to, a description of the collection, hours, circulation policy and services provided;

A floor plan or a directory of the library and the collection to be used as a guide for locating materials;

A bulletin board display for upcoming activities of interest to users, new books and/or topical displays;

A means for making suggestions about the library services and programs and suggestions for new purchases.

Additional promotional activities should include:

A periodic newsletter on new materials, bibliographies, library news and other related information;

Programs of interest to the users;

Promotional bookmarks;

Library column/article in bar association newsletters.



Questionnaires are a necessary means for gathering information.

Questionnaires from the Office of the Chief Administrative Justice, American Association of Law Libraries and Law Librarians of New England shall be completed by the law librarian. Completed copies shall be filed at the library and sent to the Law Library Coordinator.

Questionnaires from students or requests for interviews by students should be considered depending upon time available to the librarian.

If the librarian completes the questionnaire or interview, a draft of the product should be reviewed by the librarian to assure that the information offered is reported accurately to other people.

If the draft product does not accurately reflect the information offered, the librarian should request that the information be corrected.

A copy of the product should be filed at the library.

Questionnaires from all other sources shall not be completed unless five librarians feel that the information being gathered is of importance to the development of library services within the Trial Court. Librarians should contact the Law Library Coordinator who upon receipt of five positive contacts will send a memo to all librarians requesting that the specific questionnaire be completed.

Questionnaires not being completed should be responded to by a letter from the librarian. Sample wording might be: In response to your questionnaire entitled, "                    ", I regret to inform you that I do not have time to compile the information considering my other responsibilities.

Copies of questionnaires shall be retained for five years unless a subsequent questionnaire from the same source and on the same topic is completed, in which case the outdated questionnaire may be discarded.





Librarians should gather and report on information concerning the yearly library operation; to aid in making administrative decisions; to report to the Office of the Chief Administrative Justice; and as a record of the library's history.

The annual report shall be prepared by the Librarian and annually submitted to the Law Library Coordinator in July.

The annual report shall include, but not be limited to:

- a) staff including name, position title and salary;
- b) library use statistics;
- c) circulation statistics;
- d) collection statistics;
- e) past year accomplishments;
- f) next year goals and objectives;
- g) final budget figures by subsidiary account.



### Goal

The goal of the law libraries in the Commonwealth of Massachusetts is to select, acquire, organize, maintain and make accessible materials primarily of a legal nature, print and nonprint, which will immediately satisfy the informational and educational needs of the Trial Court including lawyers practising before the court, employees of the Commonwealth and local governments, and the public. The collections shall be intensive and extensive enough to meet the current and anticipated information requirements of the libraries' clientele.

These libraries shall contain all basic, frequently used and potentially useful materials, and the range of coverage should be determined by the usage of the collection. Occasional use of outside resources is necessary and desirable, but the criterion of availability of materials demands major reliance upon each library's own resources. General reference works that supplement a collection help to broaden the scope of the library's information services.

The goal of the law librarians is to provide access to legal information either at the law library, through another Trial Court law library or through a library within the state. With the exploding amount of legal information available and concomitant cost, Trial Court libraries cannot be expected to house all the information needed by the legal community. A tiered approach whereby each librarian knows where to send a patron or find the information is needed. The use of tiers will also allow realistic collection development and performance of service.

### Size

Tier A libraries will be geographically dispersed throughout the state, and be able to house a Tier A collection. Tier A staff will be responsible for fulfilling all inter-library loans and requests for information from Tier B and C libraries.

"A" collections shall have, in addition to the collection required of B libraries, an extensive collection of treatises, loose-leaf services, periodicals, primary materials, and research materials which can satisfy the needs of its patrons as well as the needs of area B and C collections. A collections shall also contain historic, retrospective materials.

Tier B libraries will be those libraries which can house a Tier B collection. Tier B libraries may also house special collections.

"B" collections are to contain all Mass. legal materials, major federal documents and reports, selective components of the national reporter system, a treatise collection large enough to satisfy most of the patrons' needs most of the time, and designated periodicals.



## STANDARDS/COLLECTION (CON'T)

Tier C libraries will be those libraries which can house a Tier C collection.

"C" collections are to contain materials to satisfy immediate research needs for current Mass. law. These collections included primary Mass. materials, selective primary federal materials, Mass. periodicals, and a selective collection of Mass. and general treatises.



1. Responsibility for selection

The librarian shall continually evaluate the scope and adequacy of the collection in light of changes in emphasis or new developments. Final responsibility for the selection of books, periodicals, and other library materials rests with the librarian. Suggestions for acquisitions are encouraged from the users and staff and are given serious consideration.

2. Factors used in selection

Prospective purchases need not meet all the following criteria in order to be acceptable, and when judging the desirability of material any combination of standards may be used.

1. Expressed or anticipated interest in the subject.
2. Scope and depth of the existing collection on that subject.
3. Contemporary significance and/or permanent value of the title to the collection.
4. Authority of the author. (No author's works will be excluded from the collection solely because of his/her personal history, political affiliation, race, sex or cultural background.)
5. Authority and reputation of the publisher or producer.
6. Price.
7. Availability of cost of future supplementation.
8. Availability of the same title or information elsewhere.
9. Technical quality and durability of the format.

3. Policies by format

In all cases, materials should be kept current by standing orders or subscriptions except where the librarian determines the set is no longer of value or is of minimal value in relation to cost.

a. Books

Where there is a choice, hardback books are preferred to paperbacks.

b. Serials

Periodicals are purchased for one or more of the following reasons: to provide current information not yet covered in book form, to supplement and enhance the total collection, and to serve the staff as book selection aids and professional reading.





## ACQUISITION/SELECTION (CON'T)

Prospective purchases need not meet all the following criteria in order to be acceptable, and when judging the desirability of materials, any combination of standards may be used.

1. Accessibility of contents through bibliographies and indexes.
2. Cost of subscription in relation to possible use.
3. Proximity of title in another library collection within close range.

Loose periodicals shall be converted to a durable permanent format either through binding or purchase of microform. If microform is selected, the loose issues of the periodicals should be distributed within the law library system whenever possible.

Supplements and revisions to Massachusetts materials should be inserted into books within 5 working days. Supplements and revisions to other materials should be inserted within 8 working days.

The use of subscription agents should be considered in handling periodical subscriptions as a time and cost saving measure.

Other serials acquired by the library should be leading serials of value to legal research.

### c. Government documents

The library shall select federal and Mass. state documents of a legal and quasi-legal nature which will be of value in legal research. Proximity to other government document collections is to be considered in relation to the potential use of a document in a law library and the amount of space it occupies.

The librarian shall remain aware of Mass. state publications and acquire those which will complement the law library collection.

### d. Out-of-state codes

C Libraries are not required to have statutes & reports from other states.

B Libraries shall select statutes & reports from contiguous states.

A One A library shall have all state statutes & reports. Other A libraries shall select state statutes & reports most heavily needed by their patrons and law libraries which draw upon their collections.

Any out-of-state codes should be annotated editions where available and the appropriate Shepard's statute citations should be purchased to accompany each set.



## ACQUISITION/SELECTION (CON'T)

### e. Microform

Microform can be regarded as satisfying collection requirements. They may be selected to permit the purchase of rare materials, replace worn or damaged library materials, furnish working copies of rare and fragile records, replace materials with a more compact form, eliminate binding costs, and/or save space.

Prospective purchases need not meet all the following criteria in order to be acceptable, and when judging the desirability of materials, any combination of standards may be used.

1. Availability of material in fiche or film format (fiche is preferred over film)
2. Availability of material in positive or negative format (format producing positive print on available equipment is preferred)
3. Ease of use.
4. Quality of fiche or film.
5. Compatability of available equipment with fiche or film format.
6. Space saved by purchase of microform.
7. Storage facilities for microform.
8. Reduction ratio.
9. Costs of microform, storage and personnel in relation to savings in space, replacement or binding costs of hard copy.

A and some B collections should have the briefs of the SJC and Appeals Courts on microfiche.

### f. Audiovisual materials

At least one (1) law library shall have all of the MCLE audiocassettes which will be circulated upon request to other law libraries on interlibrary loan. Other A and B collections shall have audiocassettes where there is demand or need determined by the librarian.

### g. Computer-assisted legal research

There should be computerized legal research terminals in each of the A libraries and in B libraries where there is demand or need.

## 4. Duplication of material

Library materials should be in sufficient supply to make the library a dependable source for most of the users most of the time.



## ACQUISITION/SELECTION (CON'T)

Multiple copies of titles may be obtained when there is an expressed need, with the following exceptions:

A libraries should have duplicate copies of:

- Massachusetts Reports
- Massachusetts Appeals Court reports
- Massachusetts General Laws Annotated
- Annotated Laws of Massachusetts
- Shepard's Massachusetts Citations
- Massachusetts Court rules
- Massachusetts Practice Series
- Selected heavily used materials

### 5. Replacement of material

The law libraries will not automatically replace materials which are lost, damaged or worn. The same criteria which apply to selection of library materials shall apply to decisions made of the replacement of materials with particular attention given to the following additional criteria:

1. Demand for the specific title.
2. Continued value of the title.
3. Availability of newer or better materials in the field.
4. Number of copies in the collection.



1. Gifts

Both solicited and unsolicited gifts which add strength to the collection are desirable, provided no restrictions concerning their use or disposition are imposed. Donated materials become the property of the Commonwealth and the donor relinquishes any right as to the future use or eventual disposal of the material. The librarian has the right and privilege of refusing any donation if it is felt that the book does not conform to any one or a combination of the selection criteria used for library materials.

Receipt should be formally acknowledged in writing to the donor. The materials donated should be permanently marked with donor's name in a prominent place. The donor's name, status, and address should also be entered in a special catalog or index of donor's names.

2. Permanent loans

These are not encouraged as they are usually subject to special conditions and restrictions, cannot be marked with library identification, and may require restrictive shelving. It shall be the decision of the librarian, upon consideration of these factors, to either accept or refuse materials which are offered on permanent loan.





### DISPOSAL

It is through the process of selection and weeding that a vital, useful and well-kept collection is maintained, making the weeding of books an integral part of collection development, management and maintenance.

#### 1. Weeding

In general, the same criteria used for book selection should be used for weeding. Additional considerations should be:

1. Physical condition.
2. Number of copies in collection.
3. Research value (research value to other libraries in the law library system should be considered).

Upon publisher's advice that certain revised or replace volumes should or may be destroyed, the instructions may be followed with certain exceptions. One copy of superceded volumes from these sets should be kept:

#### A libraries

M.G.L.A. and A.L.M.  
U.S.C.A. and U.S.C.S.  
Massachusetts treatises (all volumes)  
Massachusetts Shepard's citations  
One major tax service should be kept for the previous 7 years  
Replaced sets and replaced pages of the Code of Massachusetts Regulations.

#### B libraries

M.G.L.A. and/or A.L.M.  
U.S.C.A. and/or U.S.C.S.  
Massachusetts treatises (heavily used volumes only )  
Massachusetts Shepard's citations  
One major tax service should be kept for the previous 2 years  
Replaced sets and replaced pages of the Code of Massachusetts Regulations.

#### C libraries

M.G.L.A. or A.L.M.  
U.S.C.A. or U.S.C.S.  
Massachusetts treatises (discretionary)  
Massachusetts Shepard's citations  
One major tax service should be kept for the previous 2 years



## DISPOSAL AND EXCHANGES (CON'T)

### 2. Exchanges

In the event that sets or individual volumes are determined by the librarian to be superfluous to the law library collection, a list of materials including author, title, and date should be sent to the Law Library Coordinator. The list will be reviewed and materials offered to the Trial Court Law Libraries, courts within the Trial Court, the State Library and Social Law before disposal.



Basic list of publications recommended for Massachusetts Trial Court law libraries

- A.    Introduction
- B.    Massachusetts
  - 1.    Statutes
    - a.    Session laws
    - b.    Codes, compilations, etc.
    - c.    Administrative rules & regulations
  - 2.    Reports
    - a.    Court reports and rules
    - b.    Briefs and records
    - c.    Administrative reports
  - 3.    Finding aids (Digests, indexes, etc.)
  - 4.    Local ordinances
  - 5.    Treatises
- C.    Federal
  - 1.    Statutes
    - a.    Session laws
    - b.    Codes, compilations, etc.
    - c.    Administrative rules & regulations
  - 2.    Reports
    - a.    Court reports
    - b.    Administrative reports
  - 3.    Finding aids (Digests, indexes, etc.)
  - 4.    Treatises
- D.    General American Publications
  - 1.    General reference
  - 2.    Statutes (other than home state and federal)
  - 3.    Reports (other than home state and federal)
  - 4.    Directories
  - 5.    Finding aids and indexes
  - 6.    Dictionaries & encyclopedias
  - 7.    Restatements
  - 8.    Treatises
- E.    Periodicals



INTRODUCTION

The listed books represent a fundamental core collection for Mass. law libraries, and the list is to be used as a guide both to the legal materials which should be acquired by each library to bring each law library collection up to a recognized standard of excellence and to collectively provide the materials to meet the research needs of the libraries' patrons.

Plans for collection development must be sufficiently flexible to take into account not only the varying needs of local jurisdictions but also varying capabilities of compliance and maintenance in each collection.

Although the titles listed should be in the designated collections, the librarian in each library must be able to make selections of books not found on the list and to exclude publications listed if local practice does not require their inclusion in the collection. For example, a library having patrons primarily involved in criminal law with little or no civil practice, may develop a criminal procedure collection larger than the one included in this list and limit the number of civil procedure publications. In addition, new publications may supplant the need for some of those listed.

Librarians are expected to select between publishers of similar books and loose-leaf services and are not limited to purchasing only those on the list. The inclusion of certain loose-leaf services by a designated publisher was primarily to indicate that such a service exists on a particular subject and not meant to prohibit the librarian from making a choice.

Most law books should be bought through the publisher's representative since the representative can provide information on available discounts, alert you to new editions or new titles, and extend valuable assistance if shipping or billing problems arise.

Standards for the law book publishing industry have been developed by the Federal Trade Commission.

Sources for locating prospective acquisitions are:

- Law Books in Print
- AALS Law Books Recommended for Libraries
- Henke's California Law Guide
- Law Books in Review
- Law Books Published
- Index to Legal Periodicals





## INTRODUCTION (CON'T)

Where possible, jobbers and dealers can (and in some cases must) be used to purchase subscriptions and periodicals.

Fred B. Rothman, 10368 W. Centennial Road, Littleton, CO 80123  
Wm. Gaunt, Gaunt Building, 3011 Gulf Drive, Holmes Beach, FL 33410  
Wm. S. Hein, Hein Building, 1285 Main Street, Buffalo, NY 14209  
C.W. Associates, P.O. Box 34099, Washington, DC 20034 (gov't documents)  
Bernan Associates, 4701 Willard Ave., S. 102, Washington, D.C. 20015  
(gov't documents)  
Dennis Co., 251 Main Street, Buffalo, NY 14203  
University Microfilms International, 300 North Zeeb Road, Ann Arbor, MI  
48106

Subscription agents reduce the amount of bookkeeping and confusion involved in paying single subscriptions.

EBSCO Subscription Services, EBSCO Building, Red Bank, NJ 07701  
F.W. Faxon Company, Inc., 15 Southwest Park, Westwood, MA 02090  
Moore-Cottrell, 21 Henderson Drive, West Caldwell, NJ 07006  
Wm. Gaunt, Gaunt Building, 3011 Gulf Drive, Holmes Beach, FL 33410



## EXPLANATION OF FORMAT FOR 20.904

There is one entry per title.

Each entry includes author, title, publisher, date and volume count.

Editions are not noted. It is understood that the librarian will obtain the most recent edition.

Dates on currently supplemented works are left open, e.g., 1967 - .

Dates on works which have never been supplemented are closed, e.g., 1967.

Dates on works previously supplemented but no longer being supplemented are closed and followed by the date of the most recent supplement, e.g., 1967. 1972 Ppts.

Loose-leaf services are noted (L-L).

Loose-leaf services purchased on a subscription basis are generally undated.

Almost all materials listed are currently available from publishers. Out-of-print books have been selectively added because of their significant research value.

Treaties are included in Federal Session Laws section.

Shepard's Citations are placed with the materials shepardized.

Mass. and Federal treatises are not included in the list of General American Publications but are included in the Mass. and Federal sections.

Loose-leaf services are included by subject.

Cross references for treatises listed in the Mass. and General American Publications sections appear at the beginning of each treatise section.

### SYMBOLS (see 20.900 for explanation of size of libraries)

- A Tier A should have
- B Tier B should have
- C Tier C should have
- +A Tier A may have depending on need, space and funds
- +B Tier B may have depending on need, space and funds
- +C Tier C may have depending on need, space and funds
- + Any library may have depending on need, space and funds.

### TREATISES

The treatises listed under the Massachusetts, Federal and General American Publications are recommended, although alternative, especially newer, treatises may comply with standards.



MASSACHUSETTS STATUTES  
Session Laws

- A Acts and resolves of the Province of Massachusetts Bay, 1692-1780....Wright & Potter, 1869. 21v
- A,B,C Acts and resolves of the Commonwealth of Massachusetts....  
(various publishers) 1780-
- A,B,C Acts and resolves of the Commonwealth of Massachusetts;  
advance sheets. Secretary of the State. (current year)
- A,B Massachusetts legislative record. Sergeant-at-Arms.  
(annual)
- A,B Massachusetts legislative documents. Sergeant-at-Arms.  
(current year)
- A Journal of the House of Representatives. Wright & Potter.
- A Journal of the Senate. Wright & Potter.
- A,B,C Bulletin of Committee work. Sergeant-at-Arms.
- A Private and special statutes of the Commonwealth of  
Massachusetts.....(various publishers), 1780-1911. 21v.



MASSACHUSETTS STATUTES  
Codes, Compilations, etc.

- A,B,C Annotated laws of Massachusetts. Lawyers Co-operative, 1932- 52v. (including annual legislative service)
- A,B,C Massachusetts general laws annotated. West, 1958-45v. in 66. (including annual legislative service)
- A Journals of each provincial congress of Massachusetts in 1774 and 1775. Dutton and Wentworth, 1838. 1v.
- A Journal of the convention for framing a constitution of government for the state of Massachusetts Bay, 1779-80. Dutton and Wentworth, 1832. 1v.
- A The revised statutes of the Commonwealth of Massachusetts, 1836. Dutton and Wentworth, 1836. 1v.
- A Supplement to the revised statutes, 1836-59, by Theron Metcalf and Luther S. Cushing. Dutton and Wentworth, 1849. 1v.
- A The general statutes of the Commonwealth of Massachusetts, 1860. William White, 1860. 1v.
- A The general statutes of the Commonwealth of Massachusetts, 1860. 2d ed. Wright & Potter, 1873. 1v.
- A Supplement to the general statutes of the Commonwealth of Massachusetts. 1860-72. By William A. Richardson and George P. Sanger. Wright & Potter, 1872. 1v.
- A Supplement to the general statutes of the Commonwealth of Massachusetts, 1873-77. By William A. Richardson and George P. Sanger. Wright & Potter, 1877. 1v.
- A Crocker, Uriel H.  
Notes on the General statutes of Massachusetts by Crocker and George C. Crocker. H.O. Houghton & Co., 1875. 1v.
- A,B Public statutes of the Commonwealth of Massachusetts, 1882. Rand Aberg & Co., 1882. 1v.
- A,B Supplement to the Public statutes, 1882-88. Wright & Potter, 1890. 1v.





- A,B Supplement to the Public statutes, 1889-95. Wright & Potter, 1897. 1v.
- A Kellen, William V.  
Index to the Public statutes, 1882-87. Wright & Potter, 1888. 1v.
- A Crocker, Uriel H.  
Notes on the Public statutes of Massachusetts by Crocker & George C. Crocker. Little, Brown, 1891. 1v.
- A,B,C The Revised laws of the Commonwealth of Massachusetts, 1902. Wright & Potter, 1902. 3v.
- A,B,C Supplement to the Revised law of the Commonwealth of Massachusetts, 1902-08. Wright & Potter, 1910. 1v.
- A Crocker's Notes on the Revised laws of Massachusetts. By Thomas A. Mullen. Little, Brown, 1904. 1v.
- A,B,C The General laws of Massachusetts, 1921. Wright & Potter, 1921. 3v.
- A Crocker's Notes on the General laws of Massachusetts. By Raymond C. Baldes. Little, Brown, 1925. 1v.
- A,B,C General laws of Massachusetts; tercentenary edition, 1932. Wright & Potter, 1932. 3v.

### MASSACHUSETTS Administrative rules & regulations

- A,B,C Code of Massachusetts regulations. Secretary of State, 1976.
- A,B,C Code of Massachusetts regulations. Secretary of State, 1978-20v. in 21.
- A,B,C Massachusetts register. Secretary of State, 1976- No.1-



# MASSACHUSETTS Court Reports & Rules

- |       |   |
|-------|---|
| A,B,C | Massachusetts Reports....Various Publishers, 1804- 375v.  |
| A,B,C | Massachusetts Appeals Court Reports....Various Publishers, 1972- 5v.  |
| A,B,C | Massachusetts Advance Sheets. Bateman & Slade.<br>(Current Publisher) (Weekly)  |
| A,B,C | Shepard's Massachusetts citations. Shepard's/McGraw-Hill. 1967- 3v. (Case Edition, Statute Edition, 1967-80 Supp.) (Quarterly & Annual Cumulations) |
| A,B,C | Massachusetts Appellate Division reports. Lawyers Brief & Publishing Co. 1936-50 15v.   |
| A,B,C | Massachusetts Appellate decisions, 1941-1978. Wilson-Hill Co., 1942-1978. 59v.  |
| A,B,C | Massachusetts Appellate Division Advance Sheets, 1979-Lawyers Weekly, 1980- (Monthly - To be bound at year's end)                                   |
| A,B,C | Massachusetts Rules of Court. West, Current. 1v. (Annual)   |
| A,B,C | Rules of the Courts of the Commonwealth. MCLE-NELI, 1975- 3v. (L-L)   |
| +     | Lawyers Weekly Guidebook Rules Supplement. Lawyers Weekly, 1979- 1v. (L-L)  |
| +     | Massachusetts Supplement, Massachusetts Law Publishing Co., 1980- 1v.   |
| A,B,C | Massachusetts decisions, first. West. 1885-1936, 40v.<br>(If NE Reporter not available)   |
| A,B,C | Massachusetts decisions, second. West. 1936- 111v.<br>(If NE Reporter not available)  |
| A     | Reports of cases under the Massachusetts Workmen's Compensation Act. Wright & Potter, 1912-1915, 4v.  |
| A     | Quincy's Massachusetts reports, 1761-1772. Little, Brown, 1865. 1v.   |
| A     | Thatcher's Criminal Cases, 1823-1843. Little, Brown, 1845. 1v.  |



- A        Davis, Charles T.  
           Massachusetts Land Court decisions, 1898-1908.  
           Little, Brown, 1909. 1v.
  
- A        Cushing, Luther S.  
           Reports of controverted elections in the House of  
           Representatives from 1780-1852 by Cushing, Charles  
           W. Storey and Lewis Josselyn. Little, Brown, 1853. 1v.
  
- A        Loring, Edward P.  
           Reports of controverted elections in the Senate and  
           House of Representatives from 1853-1885 by Loring  
           and Charles T. Russell, Jr., Wright & Potter, 1886. 1v.
  
- A        Russell, Charles T.  
           Reports of contested election cases in the Senate and  
           House of Representatives from 1886-1897. Wright &  
           Potter, 1898. 1v.
  
- A        Howard, Paul D.  
           Reports of Contested Election Cases in the Senate and  
           House of Representatives from 1903-1922. Wright &  
           Potter, 1923. 1v.
  
- A        Howard, Paul D.  
           Reports of Contested Election Cases in the Senate and  
           House of Representatives from 1923-1942. Wright &  
           Potter, 1943. 1v.

#### MASSACHUSETTS Briefs & Records

- A,+B    Briefs of the Massachusetts Supreme Court.
  
- A,+B    Briefs of the Massachusetts Appeals Court.



# MASSACHUSETTS Administrative Reports

- A,B,C      Massachusetts labor relations reporter. Massachusetts Labor Relations reporter. 1974- (L-L)
- A,B,C      Massachusetts labor cases. Massachusetts Labor Relations reporter. 1974- (L-L)
- A            Massachusetts discrimination law reporter. Massachusetts Labor Relations reporter. 1979- (L-L)
- A            Massachusetts Board of Tax Appeals and Appellate Tax Board reports....Various Publishers. 1930-1939 2v.
- A,B          Massachusetts Appellate Tax Board reporter. Butterworth, 1982. 1v. (L-L)
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- A,B,C      Massachusetts digest annotated. West, 1953- 22v. in 47.
- A,B,C      Massachusetts lawyers weekly. Lawyers Weekly, 1972-
- A            Dane, Nathan  
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- A,+B      League of Women Voters of Massachusetts State House  
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**MASSACHUSETTS  
Local Ordinances**

A,B,C      Ordinances, zoning by laws, subdivision regulations, and  
                 Zoning Board of Appeals regulations need to be  
                 gathered and kept from regional cities and towns.



## MASSACHUSETTS TREATISES

General  
Administrative law  
Automobile law  
Civil procedure  
Commercial law  
Consumer law  
Corporations  
Courts  
Criminal law and procedure  
Equity  
Evidence  
Family law  
Forms  
Handicapped  
Instructions to juries  
Juveniles  
Landlord and tenant  
Legal history  
Legal profession  
Municipal law  
Probate  
Property law  
Taxation  
Torts  
Trial practice  
Trusts and trustees  
Water law  
Wills and estate planning  
Workers' compensation  
Zoning



## MASSACHUSETTS Treatises

In general, all publications dealing with Massachusetts law should be included in A, B, and C collections, depending on user need and space.

MCLE-NELI publications have not been included because of the large number of titles. SMH (Smith, McLaughlin, Hart) and MATA (Massachusetts Academy of Trial Attorneys) have been selectively included in the list. It is recommended that A collections contain all of these publications, and B collections make selections depending on user need and space. C collections shall obtain selected titles deemed to be of value.

### GENERAL

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- A,B,C Simpson, Donald R.  
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#### CONSUMER LAW

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- A            Parker, Herbert  
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- A        Reno, Conrad  
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- +            Farr, Joseph F.  
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A,B,C Uniform laws annotated. West, 1968. 14v. in 20.

### State Statutes

- A One A collection shall have all state statutes. Other A collections shall select state statutes most heavily needed by their patrons and law libraries which draw upon their collections, including the statutes of Massachusetts, Connecticut, Maine, New Hampshire, New York, Rhode Island, Vermont, California, Pennsylvania.
- B Collections shall select statutes from contiguous states.
- C Collections shall have Massachusetts statutes.

## REPORTS

- A,+B Atlantic reporter. West.  
1st series, 200v.
- A,B 2d series, v.1-
- A,B Shepard's Atlantic reporter citations.
- A, +B California reporter. West. v.1-
- A, +B Shepard's California reporter citations.



REPORTS (con't)

- New York supplement. West.  
A 1st series, 300v.  
A, +B 2d series, v.1-
- A, +B Shepard's New York supplement citations.
- North Eastern reporter. West.  
A,B 1st series, 200v.  
A,B,C 2d series, v.1-
- A,B,C Shepard's Northeastern reporter citations.
- North Western reporter. West.  
A, +B 1st series, 300v.  
A,B 2d series, v.1-
- A,B Shepard's Northwestern reporter citations.
- Pacific reporter. West.  
A, +B 1st series, 300v.  
A,B 2d series, v. 1-
- A,B Shepard's Pacific reporter citations.
- South Eastern reporter. West.  
A, +B 1st series, 200v.  
A,B 2d series, v.1-
- A,B Shepard's Southeastern reporter citations.
- Southern reporter. West.  
A, +B 1st series, 200v.  
A,B 2d series, v.1-
- A,B Shepard's Southern reporter citations.
- South Western reporter. West.  
A, +B 1st series, 300v.  
A,B 2d series, v.1-
- A,B Shepard's South Western reporter citations.
- American law reports. Lawyers Co-operative.  
A, +B 1st series. 1919-1948. 175v.  
Permanent digest. 12v.  
Blue book of supplemental decisions. 5v.  
ALR quick index. 1v.  
ALR word index to annotations. 4v.



## REPORTS (con't)

- A, +B 2d series. 1948-65. 100v.  
ALR 2d later case service. 16v.  
ALR 2d digest. 7v.  
ALR 2d quick index. 1v.  
ALR word index to annotations. 3v.
- A,B,+C 3d series. 1965-80. 100v.  
ALR 3d & 4th quick index. 1v.
- A,B,+C 4th series. 1980- v.1-
- A,B,+C American law reports, federal. Lawyers Co-operative, 1969-  
v. 1-  
ALR federal quick index. 1v.
- +A Trinity decisions.  
American decisions, 1760-1868. Bancroft-Whitney,  
1878-1888. 100v.  
American reports, 1869-1887. Parson, 1871-1888. 60v.  
American state reports, 1887-1911. Thomas, 1906-  
1911. 140v.
- +A American & English annotated cases. Thomas, 1906-1911.  
21v.
- +A American annotated cases. Bancroft-Whitney, 1912-1918.  
32v. Digest, 3v.
- +A Lawyers reports annotated. Lawyers Co-operative.  
1st series, 1888-1905. 70v.  
New series, 1905-1914. 52v.  
Dated series, 1914A-F - 1918A-F. 24v.  
Complete digest, 1921-24. 10v.
- +A Negligence and compensation cases annotated. Callaghan,  
1912-  
1st series, 1912-36. 39v.  
New series, 1937-52. 30v.  
3d series, 1953-67. 30v.  
4th series, 1968- v.1-
- +A Public utilities reports. Public Utilities, Inc. 1915-  
1st series, 1915-33. 101v.  
New series, 1934-53. 100v.  
3d series, 1954-73. 100v.  
4th series, 1974- v.1-



## DIRECTORIES

(Mass. directories are included in this list)

- +A+B+C Town street maps for regional cities and towns
- +A+B+C City directories for regional cities and towns
- +A+B+C Telephone directories for regional cities and towns
- A,B,C Martindale-Hubbell law directory. Martindale Hubbell, 1981. 8v. (annual)
- +A+B+C Law and legal information directory; a guide to national and international organizations, bar associations, federal court system, federal regulatory agencies, law schools, continuing legal education, paralegal education, scholarships and grants, awards and prizes, special libraries, information systems and services; research centers; legal periodical publications, book and media publishers. Gale, 1980. 1v.
- A,B,C Massachusetts lawyers diary and manual. 1v. (annual)
- +A Encyclopedia of associations. Gale Research. 3v. (annual)
- +A Standard & Poor's register of corporations, directors and executives. Standard & Poor's. 3v. (annual)
- +A Massachusetts Commissioner of Revenue.  
Massachusetts corporations and foreign corporations subject to an excise. 1v. (annual)
- +A U.S. Internal Revenue Service  
Cumulative list of organizations described in s170(c) of the Internal Revenue Code of 1954. 1980. 1v.
- A,B,C The almanac; Massachusetts state officials. State Legislative Leaders Foundation. 1v. (annual)
- A,B,C Book of the states. Council of State Governments. 1v. (annual)
- A,B,C Massachusetts municipal directory. Massachusetts Municipal Association. 1v. (annual)





## DIRECTORIES (con't)

- |       |  |
|-------|--|
| A,B,C | Manual for the General Court. Causeway Print, 1983. 1v.<br>(biannual)  |
| +A    | Trade names dictionary. Edited by Ellen T. Crowley. Gale<br>Research Co., 1974- 3v.  |
| A,B,C | American Association of Law Libraries.<br>Directory of law libraries. Commerce Clearing House.<br>(annual)   |
| A,B,C | One information directory for Washington, D.C.:<br>Washington information directory. Congressional<br>Quarterly. 1v. (annual)<br><u>or</u><br>U.S. Government manual. G.P.O. (annual)<br><u>or</u><br>Federal Yellow Pages |

## FINDING AIDS

Union lists of local libraries which have legal materials and a union list of what the law libraries have.

- American digest system. West.  
A Century digest. 1658-1896. 50v.  
A First decennial. 1897-1906. 25v.  
A Second decennial. 1907-1916. 25v.  
A Third decennial. 1916-1926. 29v.  
A Fourth decennial. 1926-1936. 36v.  
A Fifth decennial. 1936-1946. 52v.



FINDING AIDS (con't)

- A Sixth decennial. 1946-1956. 36v.
- A Seventh decennial. 1956-1966. 38v.
- A Eight decennial. 1966-76. 50v.
- A Ninth decennial. 1977-
- B Maintain last five decennials.
  
- A,B West's general digest, 5th series. 1976- v.1-
- A,B West's general digest, 6th series. 1981- v.1-
  
- +A Interstate compacts and agencies. Council of State Governments, 1979. 1v.
  
- A,B,C Schmeckebier, Laurence F.  
Government publications and their use by Schmeckebier and Roy B. Eastin. Brookings Institution, 1969. 1v.
  
- +A Official gazette of the Patent and Trademark Office. G.P.O.
  
- +A Shepard's U.S. citations: patents, patent appeals and copy-rights.
  
- A,B National reporter blue book. West, 1928-
  
- +A Law resources index. Information Access Corporation, 1980-
  
- +A Monthly catalog of U.S. government publications. G.P.O.
  
- +A Complete guide to legal materials in microform. Compiled by Henry P. Tseng. University Publications of America, 1976-
  
- A,B,C Shepard's acts and cases by popular names; federal and state. 1v.
  
- A,B,C One source to law books published:  
Law books in print. Glanville Publishing Co., 1976. 3v.  
or  
Law books published. Glanville Pub. Co., 1976-  
or  
Law books, 1876-1981. Bawker, 1981. 4v.



## DICTIONARIES & ENCYCLOPEDIAS

- A, +B Words and phrases. West, 1940- 46v. in 90.
- A,B,C Ballentine's law dictionary with pronunciations. Lawyers Co-operative, 1969. 1v.
- A,B,C Black's law dictionary. West, 1979. 1v.
- +A Bouvier's law dictionary. West, 1914. 1v.
- A, +B Schmidt, J.E.  
Attorney's dictionary of medicine. M. Bender, 1962-3v.
- A Corpus juris. West. 71v.; Supplement, 3v.
- A American jurisprudence. Lawyers Co-operative. 58v. in 60.
- A,B American jurisprudence 2d. Lawyers Co-operative. 82v. in 101. (Am. Jur. 2d)
- A,B Corpus juris secundum. West. 101v. in 105. (C.J.S.)
- C Am. Jur. 2d or C.J.S.

## RESTATEMENTS

- A,B American Law Institute.  
Restatement of the law. West, 1932-  
(Below are listed the volumes which are currently part of the set, however it is suggested that the superceded volumes be retained for research purposes)
- Agency, 2d. 3v.  
Conflict of laws, 2d. 4v.  
Contracts. 2v.  
Foreign relations law of the U.S., 2d. 1v.  
Judgments. 1v.



## RESTATEMENTS (con't)

### Restatement of the law (con't)

- Property. 5v.
- Property; landlord-tenant, 2d. 2v.
- Restitution. 1v.
- Security. 1v.
- Torts, 2d. 7v.
- Trusts, 2d. 3v.
- General index, 1v.

### Restatement in the courts.

- 1932-1944. 1v.
- 1948 supp. 1v.
- 1954 supp. 2v.
- 1965 supp. 3v.
- 1967 supp. 1v.
- 1968-69 supp. 1v.
- 1970-71 supp. 1v.
- 1972-73 supp. 1v.
- 1974-75 supp. 1v.
- 1976 supp. 1v.

A,B      Shepard's restatement of the law citations. 1976-

A,+B      Tentative drafts of restatements.





## GENERAL AMERICAN TREATISES

- General
- Accounting
- Administrative law
  - Social programs
- Admiralty
  - See Maritime law
- Agency
- Antitrust law
  - See Trade regulation
- Arbitration
- Automobile law
  - sa Products liability
  - Torts
  - Trial practice
- Aviation law
- Bankruptcy
- Banks and banking
- Business organizations
  - sa Corporations
  - Partnerships
- Civil procedure
- Commercial law
- Computer law
- Conflict of laws
- Constitutional law
- Consumer law
- Contracts
- Copyright
- Corporations
  - sa Business organizations
  - Partnerships
- Courts
- Criminal law and procedure
- Damages
- Discovery
- Education
- Eminent domain
- Environmental law
  - sa Water law
  - Zoning law
- Equity
- Estate planning
  - See Wills & estate planning
- Evidence
- Family law
- Forms
- Future interest
  - See Wills & estate planning
- Immigration law
- Instructions to juries
- Insurance law
- Juvenile law
- Labor law
- Landlord & tenant law
- Law office management
- Legal history
- Legal profession
- Legal research & writing
- Maritime law
- Medical jurisprudence
- Municipal law
- Non-profit organizations
  - See Business organizations
- Partnership
  - sa Business organizations
  - Corporations
- Patent law
- Perpetuities
  - See Wills & estate planning
- Products liability
- Property law
- Securities
- Social programs
  - sa Administrative law
- Statutory construction
- Taxation
- Torts
  - sa Automobile law
  - Products liability
- Trade regulation
- Trial practice
  - sa Automobile law
- Trusts and trustees
- Unfair competition
  - See Trade regulation
- Water law
  - sa Environmental law
  - Zoning law
- Wills & estate planning
- Workers' compensation
- Zoning law
  - sa Environmental law
- Water law



## GENERAL

- A, +B Kimbrough, Robert  
Summary of American law. Lawyers Co-operative,  
1974. 1v.
- A Pound, Roscoe  
Jurisprudence. West, 1959. 5v.

## ACCOUNTING

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

- Commerce Clearing House, Inc.  
Accountancy Law Reports. 2v. (L-L)
- Faris, E. McGruder, Jr.  
Accounting for lawyers. Bobbs-Merrill, 1975. 1v.
- Ferst, Barton E.  
Basic accounting for lawyers by Ferst and Stanley D.  
Ferst. ALI-ABA, 1976. 1v.
- Fiflist, Ted J.  
Accounting for business lawyers by Fiflist and Homer  
Kripke. West, 1971. 1v.
- Sellin, Henry  
Attorney's handbook of accounting. M. Bender, 1979-  
1v. (L-L)
- Kellogg, Irving  
How to use financial statements. Shepard's, 1979- 1v.



## ADMINISTRATIVE LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Cooper, Frank E.

State administrative law. Bobbs-Merrill, 1965. 2v.

Davis, Kenneth C.

Administrative law text. West, 1972. 1v.

Davis, Kenneth C.

Administrative law treatise. K.C. Davis Pub. Co.,  
1978- 3v.+

Mezines, Basil

Administrative law by Mezines, Jacob A. Stein and  
Jules Gruff. M. Bender, 5v. in 6 (L-L)

Schwartz, Bernard

Administrative Law. Little, Brown, 1976. 1v.

## AGENCY

A,B collections should have at least one treatise on agency.

Possible selections are:

Reuschlein, Harold Gill

Handbook on the law of agency and partnership by  
Reuschlein and Willian G. Gregory. West, 1979. 1v.  
(Hornbook)

Seavey, Warren A.

Handbook of the law of agency. West, 1963, 1v.  
(Hornbook)



## ARBITRATION

A,B, collections should have one treatise dealing with arbitration.

A possible selection is:

Domke, Martin

The law and practice of commercial arbitration.

Callaghan, 1968- 1v.

Britton, Raymond

The arbitration guide; A core handling manual of procedures and practices in dispute resolutions.

Prentice-Hall, 1982. 1v.

## AUTOMOBILE LAW

A collections should have 3 of these;

B collections should have 2 of these; and

C collections should have 1 of these.

Blashfield, DeWitt W.

Automobile law and practice. West, 1965- 17v.

Commerce Clearing House, Inc.

Automobile law reporter. 1v. (L-L)

Ervin, Richard E.

Defense of drunk driving cases: Criminal-Civil by Erwin and Marilyn K. Minzer. M. Bender, 1971- 2v.(L-L)

Fitzpatrick, James F.

The law and roadside hazards by Fitzpatrick and Michael N. Sohn, Thomas E. Silfen and Robert H. Wood. Michie, 1974. 1v.

Goodman, Richard M.

Automobile design liability. Lawyers Co-operative, 1970- 1v. & 1971-77 Bd. Supp.

Lacy, George W.

Scientific automobile accident reconstruction, by Lacy, Martin E. Barzelay and Marilyn K. Minzer, M. Bender, 1964- 4v. in 5 (L-L)

Limpert, Rudolf

Motor vehicle accident reconstruction and cause analysis. Michie, 1978. 1v.





## AUTOMOBILE LAW (con't)

Schermer, Irvin E.

Automobile liability insurance. Clark Boardman, 1979-  
2v. (L-L)

Schwartz, Louis E.

Trial of accident cases. M. Bender, 1958- 6v. in 8 (L-L)

Woodruff, M.G., III

Automobile insurance and no-fault law by Woodruff,  
John R. Fonseca and Alphonse M. Squillante. Lawyers  
Co-operative, 1974- 1v.

## AVIATION LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Commerce Clearing House, Inc.

Aviation law reports. 4v. (L-L)

Fixel, Rowland

The law of aviation. Michie, 1967. 1v.

Kennelly, John J.

Litigation and trial of air crash cases. Callaghan, 1968-  
2v. (L-L)

Kreindler, Lee S.

Aviation accident law. M. Bender, 1963- 2v. (L-L)



## AVIATION LAW (con't)

Lowenfield, Andreas

Aviation law - Cases and materials. M. Bender, 1981-  
1v. (L-L)

Speiser, Stuart M.

Aviation tort law by Speiser and Charles F. Krause.  
Lawyers Co-operative, 1978- 3v.

## BANKRUPTCY

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Clark, Ralph Ewing

A Treatise on the law and practice of receivers.  
Anderson, 1959. 4v. (1968-69 PPTs.)

Collier, William H.

Collier on bankruptcy, 14th Ed. M. Bender, 1940- 15v.  
in 29 (L-L)

Collier, William H.

Collier on bankruptcy, 15th Ed. M. Bender, 1979- 7v. in  
10 (L-L)

Commerce Clearing House, Inc.

Bankruptcy law reporter. 3v. (L-L)

Cowens, Daniel R.

Bankruptcy law and practice with forms. West 1963-  
2v.

Drake, W. Homer, Jr.

Bankruptcy practice by Drake and A.L. Mullins, Jr.  
Shepard's, 1980- 1v. (L-L)



## BANKRUPTCY (con't)

- Herzog, Asa A.  
Herzog's bankruptcy forms and practice by Herzog,  
Sheldon Lowe and Joel B. Zweibel. Clark Boardman,  
1974- 2v. (L-L)
- Herzog, Asa A.  
Collier bankruptcy practice guide by Herzog and  
Lawrence P. King. Matthew Bender, 1981 - 7v. (L-L)
- King, Laurence P.  
Collier bankruptcy forms manual by King and Arthur L.  
Moller. M. Bender, 1979 1v. (L-L)
- King, Laurence P.  
Collier bankruptcy manual by King, R. Babbitt, A.  
Herzog & Others. M. Bender, 1979- 2v. (L-L)
- Lavien, Harold  
Bankruptcy forms. West, 1979- 1v.
- Lawyers Co-operative Publishing Co.  
Bankruptcy service, Lawyers Edition. 1979- 11v. (L-L)
- Murphy, Patrick A.  
Creditor's rights in bankruptcy. Shepard's, 1980- 1v.  
(L-L)
- Williamson, John C.  
The attorney's handbook on consumer bankruptcy and  
chapter 13. Argyle, 1980. 1v.

## BANKS AND BANKING

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

- Bailey, Henry J.  
Brady on bank checks. Warren, Gorham & Lamont,  
1979- 1v.
- Clark, Barkley  
The law of bank deposits, collections and credit cards  
by Clark and Alphonse M. Squillante. Warren, Gorham  
& Lamont, 1971- 1v. (L-L)



## BANKS AND BANKING (con't)

Commerce Clearing House, Inc.

Federal banking law reporter. 6v. (L-L)

Michie on banks and banking. Michie, 1955- 9v. in 11

Solomon, Frederic

Banking law by Solomon, William H. Schlichting, Terry  
D. Rice and Jeffrey Cooper. M. Bender, 1981- 7v.+  
(L-L)

## BUSINESS ORGANIZATIONS

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Cavitch, Zolman

Business organizations with tax planning. M. Bender,  
1963- 10 v. in 15 (L-L)

Commerce Clearing House, Inc.

Business franchise guide. 1v. (L-L)

Glickman, Gladys

Franchising. M. Bender, 1969- 2v. (L-L)

Rosenfield, Coleman R.

Law of franchising. Lawyers Co-operative, 1970- 1v.

Brown, Harold

Franchising; realities and remedies. Law Journal Press,  
1978. 1v.

Oleck, Howard L.

Non-profit corporations, organizations and associations.  
Prentice-Hall, 1980. 1v.





## BUSINESS ORGANIZATIONS (con't)

- Young, Sheldon M.  
Pension and profit sharing plans. M. Bender, 1977- 5v.  
(L-L) (Business Organizations, v.19)
- Commerce Clearing House.  
Exempt organizations reporter. 2v. (L-L)
- Fisch, Edity L.  
Charities and charitable foundations by Fisch, Doris  
Jonas Freed and Esther R. Schachter. Lond  
Publications, 1974- 1v.
- Gray, David Ross  
Nonprivate foundations; a tax guide for charitable  
organizations. Shepards/McGraw-Hill, 1978- 1v.
- Hopkins, Bruce R.  
The law of tax-exempt organizations. John Wiley,  
1979. 1v.
- Institute for Business Planning.  
Financial planning. 1v. (L-L)
- Commerce Clearing House.  
Pension plan guide. 5v. in 6. (L-L)

## CIVIL PROCEDURE

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

- Dobbs, Dan B.  
Remedies: Damages - equity- restitution. West, 1973.  
1v. (Hornbook)
- Douthwaite, Graham  
Attorney's guide to restitution. Allen Smith, 1977- 1v.



## CIVIL PROCEDURE (con't)

- Fleming, James. Jr.  
Civil procedure by Fleming and Geoffrey C. Hazard, Jr.  
Little, Brown, 1977. 1v.
- Karlen, Delmar  
Civil litigation. Bobbs-Merrill, 1978. 1v.
- Newberg, Herbert B.  
Class actions. Shepard's, 1977- 6v. & 2v. Supp. (L-L)
- Palmer, George E.  
The law of restitution. Little, Brown, 1978- 4v.
- Anderson, Walter H.  
Actions for declaratory judgments. Harrison, 1951. 3v.
- Borchard, Edwin  
Declaratory judgments. Banks-Baldwin, 1941. 1v.

## COMMERCIAL LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

- Anderson, Ronald A.  
Uniform commercial code. Lawyers Co-operative,  
1970- 4v. & 1970-74 Bd. Supp. 1v.
- Bender's Uniform Commercial Code Service. M. Bender, 6v.  
in 26 (L-L)  
Set Includes: Secured Transactions, 4v.; Commercial  
Paper, 1v.; Sales and Bulk Transfers, 2v.; Modern UCC  
Litigation Forms, 2v.; Forms and Procedures, 5v.; UCC  
Report-Digest, 10v.; Consolidated Index, 2v.



COMMERCIAL LAW (con't)

Callaghan & Company

Uniform commercial code reporting service. 1965-28v.+

Set Includes: Findex, 1v.; State Correlation Tables, 1v.; Permanent Transfer Finder, 1v.; Finding Aids, 2v. (L-L)

Uniform commercial code case digest. 1976- 8v. & Finding Aids, 1v. (L-L)

Commerce Clearing House, Inc.

Consumer credit guide, 5v. (L-L)

Secured transactions. 4v. (L-L)

Coogan, Peter F.

Secured transactions under the Uniform Commercial Code by Coogan, William E. Hogan and Detley F. Vagts. M. Bender, 1963- 4v. (L-L)  
(Vols. 1, 1A, 1B, 1C of Bender's Uniform Commercial Code Service)

Dusenberg, Richard W.

Sales and bulk transfers under the uniform commercial code. M. Bender, 2v. (L-L)  
Vol. 3 & 3A of Bender's Uniform Commercial Code Service

Hart, Frederick M.

Commercial paper under the uniform commercial code by Hart and William F. Willier. M. Bender, 1972-1v. (L-L) (Vol. 2 of Bender's Uniform Commercial Code Service)

Hart, Frederick M.

Form and procedures under the uniform commercial code by Hart, and William F. Willier. M. Bender, 1963-5v. (L-L) Vols. 5, 5A, 5B, 5C, 5D of Bender's Uniform Commercial Code Service

Betsos, Peter J.

Modern uniform commercial code litigation forms. M. Bender, 1969- 2v. (L-L) (Vol. 4, 4A of Bender's Uniform Commercial Code Service)

Hart, Frederick M.

Uniform commercial code report-digest, by Hart and William F. Willier. M. Bender, 1965- 10v. (L-L) & Index, 1972- 2v. (L-L) (Vols. 6, 6A, 6B, 6C, 6D, 6D pt2, 6E, 6F, 6F pt.2, 6G of Bender's Uniform Commercial Code Service)



## COMMERCIAL LAW (con't)

- Henson, Ray D.  
Handbook on secured transactions under the Uniform  
Commercial Code. West, 1979. 1v. (Hornbook)
- Nordstrom, Robert J.  
Handbook on the law of sales. West, 1970. 1v.  
(Hornbook)
- Proctor, C.W.  
Authorities and rights of interstate truckers. Michie,  
1958. 1v. (1961 PPs.)
- Sorkin, Saul  
How to recover for loss or damage to goods in transit.  
M. Bender, 1976- 1v. (L-L)
- Squillante, Alphonse M.  
Williston on Sales by Squillante and John R. Fonseca.  
Lawyers Co-operative, 1973- 3v.
- Squillante, Alphonse M.  
Law of modern commercial practices by Squillante and  
John R. Fonseca. Lawyers Co-operative. 1980. 1v.+
- Watkins, Edgar  
Shippers and carriers; Interstate commerce by Burton  
Fuller. Harrison. 1962- 2v.
- White, James L.  
Handbook of the law under the Uniform Commercial  
Code by White and R.S. Summers. West, 1980. 1v.  
(Hornbook)

## COMPUTER LAW

A,B,C Collections should have 1 of these:

- Bender, David  
Computer law; Evidence and procedure. M. Bender,  
1978- 1v. (L-L)





## CONFLICT OF LAWS

A collections should have 2 of these;  
B collections should have 1 of these; and  
C collections should have 1 of these.

Beale, Joseph H.

Treatise on the conflict of laws. Baker, Voorhis, 1935.  
3v.

Goodrich, Herbert F.

Handbook of the conflict of laws by Goodrich and  
Eugene F. Scoles. West, 1964. 1v. (Hornbook)

Leflar, Robert A.

American conflicts law. Michie, 1977. 1v.

Weintraub, Russell J.

Commentary on the conflict of laws. Foundation Press,  
1980. 1v.

## CONSTITUTIONAL LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Antieau, Chester J.

Modern constitutional law. Lawyers Co-operative,  
1969- 2v.

Antieau, Chester J.

Federal civil rights acts. Lawyers Co-operative, 1980-  
2v.

Barron, Jerome A.

Handbook of free speech and free press by Barron and  
C. Thomas Dienes, Little, Brown, 1979- 1v.

Barger, Raoul

Government by judiciary. Harvard University Press,  
1977. 1v.



## CONSTITUTIONAL LAW (con't)

- Dorsen, Norman  
Political and civil rights in the United States by Dorsen,  
Paul Bender, Burt Neuborne and Sylvia Law. 1976- 2v.
- Nahmod, Sheldon H.  
Civil rights and civil liberties litigation. Shepard's,  
1979- 1v.
- Nowak, John E.  
Handbook on Constitutional Law by Nowak, Ronald D.  
Rotunda and J. Nelson Young. West, 1978. 1v.  
(Hornbook)
- Ruzicho, Andrew J.  
Civil rights litigation; An investigation, preparation  
and trial manual. Anderson, 1976. 1v.
- Schwartz, Bernard  
A commentary on the Constitution of the United  
States; The powers of government. Macmillan Co.,  
1963. 2v.
- Schwartz, Bernard  
A commentary on the Constitution of the United  
States; Rights of the person. Macmillan Co., 1968.  
2v.
- Schwartz, Bernard  
A commentary on the Constitution of the United  
States; Rights of property. Macmillan Co., 1965. 2v.
- Tribe, Laurence H.  
American Constitutional Law. Foundation, 1978- 2v.
- The Constitution of the United States of America; analysis  
and interpretation. Prepared by the Congressional  
Research Service. Library of Congress; G.P.O., 1973-  
1v.



## CONSUMER LAW

A collections should have 2 of these;  
B collections should have 1 of these; and C  
collections should have 1 of these.

- Clontz, Ralph C.  
Truth-in-lending manual. Warren, Gorham & Lamont,  
1976- 2v.
- Fonseca, John R.  
Consumer credit compliance manual, Lawyers Co-  
Operative, 1975- 1v.
- Fonseca, John R.  
Handling consumer credit cases by Fonseca and Peter  
R. Teachout. Lawyers Co-Operative. 1980- 2v.
- National Consumer Law Center  
Truth in lending. 1979- 1v. (L-L)
- Rothschild, Donald P.  
Consumer protection reporting service by Rothschild,  
and David W. Carroll. CRC Press, 1979 - 2v. (L-L)

## CONTRACTS

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

- Calamari, John D.  
Contracts by Calamari and Joseph M. Perillo. West.  
1977. 1v. (Hornbook)
- Commerce Clearing House, Inc.  
Government contracts reports. 9v. (L-L)
- Corbin, Arthur L.  
Corbin on contracts; A comprehensive treatise on the  
rules of contract law. West, 1951- 8v. in 12



## CONTRACTS (con't)

McBride, John C.

Governments contracts by McBride and Thomas J.  
Touhey. M. Bender, 1962- 16v. (L-L)

Williston, Samuel

A treatise on the law of contracts by Walter H.E.  
Jaeger. Lawyers Co-operative, 1957 - 18v. in 20.

Williston, Samuel

Contract forms. Lawyers Co-operative, 1979- 2v.

Lindey, Alexander

Lindey on entertainment, publishing and the arts;  
agreements and the law-books, magazines, newspapers,  
plays. C. Boardman, 1980- v. (L-L)

Feldman, Franklin

Art works; law, policy, practice by Feldman & Stephen  
E. Weil. Practising Law Institute. 1974. 1v.

Stearns, Arthur Adebert

The law of suretyship. H.W. Anderson Co., 1951. 1v.

Steiger, Norman A.

Federal contract management - a manual for the  
contract professional. M. Bender, 1982- 3v. (L-L)

Weistart, John C.

The law of sports by Weistart and Cym H. Lowell.  
Bobbs, 1979- 1v.

## COPYRIGHT

A collections should have 2 of these;  
B collections should have 1 of these; and  
C collections should have 1 of these.

Commerce Clearing House, Inc.

Copyright law reporter. 2v. (L-L)

Nimmer, Melville B.

Nimmer on copyright; A treatise on the law of literary,  
musical and artistic property and the protection of  
ideas. M. Bender 1978- 4v. (L-L)

Tseng, Henry P.

New copyright USA; a guide for teachers and librarians.  
Amco International, 1979. 1v.





## CORPORATIONS

A collections should have 5 of these;  
B collections should have 4 of these; and  
C collections should have 2 of these.

- Cavitch, Zolman  
Tax planning for corporations and shareholders. M. Bender, 1974- 1v. (L-L)
- Christy, Francis T.  
Transfer of stock. Lawyers Co-operative, 1972- 2v. (L-L)
- Commerce Clearing House, Inc.  
Corporation law guide. 2v. (L-L)
- Eaton, Berrien C., Jr.  
Professional corporations and associations. M. Bender, 1970- 6v. (L-L)  
(Vol. 17-17D Business Organizations)
- Fletcher, William Meade  
Cyclopedia of the law of private corporations. Callaghan, 1959- 20v. in 31
- Fletcher, William Meade  
Corporation forms annotated. Callaghan, 1958- 5v. in 11
- Fox, Byron E.  
Corporate acquisitions and mergers by Fox and Eleanor M. Box. M. Bender. 1968- 3v. (L-L)  
(Vol. 13-13B Business Organizations)
- Henn, Harry G.  
Handbook of the law of corporations and other business enterprises. West, 1970. 1v. (Hornbook)
- Hornstein, George D.  
Corporation law and practice. West, 1959. 2v. (1968 PPs.)
- Institute for Business Planning. Corporate planning. 2v. (L-L)
- Kahn, Douglas A.  
Basic corporate taxation. West, 1981- 1v.
- Knepper, William E.  
Liability of corporate officers and directors. Allen Smith, 1978- 1v.



CORPORATIONS (con't)

Model Business Corporation Act. West, 1971- 4v. & 1977 Bd. Supp.

Oleck, Howard L.

Modern corporation law. Bobbs-Merrill, 1958- 6v.

O'Neal, F. Hodge

Oppression of minority stockholders. Callaghan, 1975- 1v.

O'Neal, F. Hodge

Close corporations. Callaghan, 1970- 2v. (L-L)

Painter, William H.

Corporate and tax aspects of closely held corporations. Little, Brown, 1971. 1v.

Prentice-Hall, Inc.

Corporations. 5v. (L-L)

Prentice-Hall, Inc.

Corporation forms. 1v. (L-L)

Rohrlich, Chester A.

Organizing corporate and other business enterprises. M. Bender, 1967- 1v. (L-L)

Schaeftler, Michael A.

The liabilities of office; Indemnification and insurance of corporate officers and directors. Little, Brown, 1976. 1v.

J.S. Corporation Co.

Corporation manual. 1980- 2v. (Yearly replacement)

Rumpf, Howard A.

Corporate liquidations for the lawyer and accountant. Prentice-Hall, 1975. 1v.



## COURTS

- +A Judicial function for administrative law judges. National Judicial College, 1978. 1v.
- +A Judicial function outline. National Judicial College, 1969. 1v.
- +A The state trial judge's book. Published under the sponsorship of the National Conference of State Trial Judges. West, 1969. 1v.

## CRIMINAL LAW AND PROCEDURE

A collections should have 6 of these;  
B collections should have 4 of these; and  
C collections should have 2 of these.

American Bar Association

A.B.A. standards of criminal justice. Little, Brown, 1980- 4v. (L-L)

Arkin, Stanley S.

Business crime by Arkin, Earl C. Dudley, Jr., Michael Eisenstein & Others. M. Bender, 1981- 6v. (L-L)

Bailey, F. Lee

Fundamentals of criminal advocacy by Bailey and Henry B. Rothblatt. Lawyers Co-operative, 1974. 1v.

Bailey, F. Lee & Rothblatt, Henry B. (Criminal Law Library)

Complete manual of criminal forms. Lawyers Co-operative, 1974- 2v.

Crimes of violence: Homicide and assault. Lawyers Co-operative, 1973- 1v.

Crimes of violence: Rape and other sex crimes.

Lawyers Co-operative, 1973- 1v.

Cross examination in criminal trials. Lawyers Co-operative, 1978- 1v.

Defending business and white collar crimes. Lawyers Co-operative, 1980- 1v.

Handling drugs and narcotics cases. Lawyers Co-operative, 1972- 1v.

Handling misdemeanor cases. Lawyers Co-operative, 1976- 1v.

Investigation and preparation of criminal cases.

Lawyers Co-operative, 1970- 1v.

Successful techniques for criminal trials. Lawyers Co-operative, 1971- 1v.



CRIMINAL LAW AND PROCEDURE (con't)

- Bernheim, David  
Defense of narcotics cases. M. Bender, 1972- 2v.(L-L)
- Bond, James E.  
Plea bargaining & guilty pleas. Clark Boardman, 1975-  
1v. (L-L)
- Bureau of National Affairs, Inc.  
Criminal law reporter. 2v. (L-L)
- Campbell, Arthur (Criminal Law Library)  
Law of sentencing. Lawyers Co-operative, 1978- 1v.
- Carr, James C.  
The law of electronic surveillance. Clark Boardman,  
1977. 1v.
- Cohen, David  
How to win criminal cases by establishing a reasonable  
doubt. Executive Reports Corp., 1970. 1v.
- Cook, Joseph G. (Criminal Law Library)  
Constitutional rights of the accused: Pre-trial rights.  
Lawyers Co-operative, 1972- 1v.  
Constitutional rights of the accused: Trial rights.  
Lawyers Co-operative, 1974- 1v.  
Constitutional rights of the accused: Post trial rights.  
Lawyers Co-operative, 1976- 1v.
- Cipes, Robert M.  
Criminal defense techniques. M. Bender, 1969- 4v. in 6  
(L-L)
- Fishman, Clifford (Criminal Law Library)  
Wiretapping and eavesdropping. Lawyers Co-operative,  
1978- 1v.
- Hall, Jerome  
General principles of criminal law. Bobbs-Merrill,  
1960. 1v.
- Kamisar, Yale  
Modern criminal procedure by Kamisar, Wayne R.  
LaFave and J. Israel. West, 1980. 1v.





CRIMINAL LAW AND PROCEDURE (con't)

- LaFave, Wayne R.  
Search and seizure: A Treatise on the Fourth Amendment. West, 1978. 3v.
- LaFave, Wayne R.  
Handbook on criminal law by LaFave and A.W. Scott. West, 1972. 1v. (Hornbook)
- Lawyer, Verne  
How to defend a criminal case-from arrest to verdict by Lawyer and B. James George. Am. Trial Lawyers Association, 1967. 1v.
- Marcus, Paul  
Prosecution and defense of criminal conspiracy cases. M. Bender, 1978- 1v. (L-L)
- Markella, Ermon L.  
Fundamentals of criminal law. Spaulding-Moss, Inc., 1968. 1v. (1972 PPTs.)
- Moenssens, Andre A.  
Scientific evidence in criminal cases by Moenssens and Fred E. Inbau. Foundation Press, 1978. 1v.
- Morosco, B. Anthony  
Prosecution and defense of sex crimes. M. Bender, 1976- 1v. (L-L)
- Perkins, Ronald M.  
Criminal law. Foundation Press, 1982. 1v.
- Purver, Jonathan M. (Criminal Law Library)  
Handling criminal appeals. Lawyers Co-operative, 1980- 1v.
- Ringel, William E.  
Search & seizure, arrests and confessions. Clark Boardman, 1980- 2v. (L-L)
- Sobel, Nathan R.  
Eye-witness identification. Clark Boardman, 1972- 1v.
- Torcia, Charles E.  
Wharton's criminal evidence. Lawyers Co-operative, 1972- 4v.



## CRIMINAL LAW AND PROCEDURE (con't)

- Torcia, Charles E.  
Wharton's criminal law. Lawyers Co-operative, 1978-  
3v.
- Torcia, Charles E.  
Wharton's criminal procedure. Lawyers Co-operative,  
1974- 4v.
- Warren, Oscar Leroy  
Warren on homicide by Warren and Basil M. Bilas.  
Dennis & Co., 1938. 4v. (1962 PPTs.)
- Ginger, Ann Fagan  
Jury selection in criminal trials; New techniques and  
concepts. Lawpress, 1975- 1v. (L-L)
- Prosecutors deskbook. Edited by Patrick F. Healy. National  
District Attorneys Association, 1977. 1v.
- Varron, Joseph A.  
Searches, seizures and immunities. Bobbs-Merrill,  
1974- 2v.

## DAMAGES

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

- McCormick, Charles T.  
Handbook of the law of damages. West, 1935. 1v.  
(Hornbook)
- Stein, Jacob A.  
Damages and recovery; personal injury and death  
actions. Lawyers Co-operative, 1972. 1v.
- Personal injury valuation handbooks. Jury Verdict Research,  
1967 - 9v. in 12 (L-L)
- Eden, Philip  
Estimating human life values. Journal Press, 1975. 1v.
- Speiser, Stuart M.  
Recovery for wrongful death. Lawyers Co-operative,  
1975- 2v.



## DAMAGES (con't)

Schweitzer, Sidney C.

Cyclopedia of trial practice; dollar verdicts. Lawyers Co-operative, 1968- 2v. (v.5 & 5A of Schweitzer, Cyclopedia of trial practice)

Martin, Gerald D.

How to win maximum awards for lost earnings; a guide to estimating damages fairly and improving them in court. Executive Reports, 1980. 1v. (L-L)

Oleck, Howard

Damages to persons and property. Central Book Co., 1957. 1v. (L-L)

Robbins, Charles E.

Attorney's master guide to expediting top-dollar case settlements. Executive Reports, 1975. 1v.

Damages in tort actions. M. Bender, 1982- 9v. (L-L)

## DISCOVERY

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Bender's forms of discovery. M. Bender, 1963- 16v.in 19 (L-L)

Danner, Douglas

Pattern deposition checklists. Lawyers Co-operative, 1973- 1v.

Danner, Douglas

Pattern interrogatories. Lawyers Co-operative, 1970- 5v. (Basic Facts, 1v.; Automobiles, 1v.; Premises, 1v.; Products Liability, 1v.; Medical Malpractice, 1v.)

Sann, Alexander

Deposition; strategy, law and forms, by Sann and Steven Bellman, M. Bender, 1981- 10v. (L-L)



## EDUCATION

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Alexander, Kern

College and university law by Alexander and Erwin  
Solomon. Michie, 1972. 1v. (1976 PPs.)

Appenzeller, Herb

Athletics and the law. Michie. 1970. 1v.

Alexander, Kern

School law. West, 1980. 1v.

Appenzeller, Herb

Physical education and the law. Michie, 1978. 1v.

Bolmeier, Edward C.

Judicial excerpts governing students and teachers.  
Michie, 1977. 1v.

Bolmeier, Edward C.

Landmark supreme court decisions on public school  
issues. Michie, 1973. 1v.

Bolmeier, Edward C.

Legality of student disciplinary practices. Michie,  
1976. 1v.

Bolmeier, Edward C.

School in the legal structure. Anderson, 1973. 1v.

Browning, R. Stephen

From Brown to Bradley: School Desegregation 1954-  
1974. Jefferson, 1975. 1v.

Hudgins, H.C., Jr.

Law and education: Contemporary issues and court  
decisions. Michie, 1979. 1v.

Gee, E. Gordon

Education law and the public schools. Allyn & Bacon,  
1978- 1v. (L-L)

Stern, Ralph D.

The school principal and the law. National Organi-  
zation on Legal Problems of Education, 1978. 1v.





## EDUCATION (con't)

Fischer, Louis

The rights of students and teachers; resolving conflicts in the school community by Fischer and David Schimmel. Harper & Row, 1982. 1v.

West's Education Law Reporter, v. 1, 1982+

## EMINENT DOMAIN

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Nichols, Philip

The law of eminent domain by J.S. Sackman and R.D. Van Brunt. M. Bender, 1950- 9v. in 16 (L-L)

Orgel, Lewis

Valuation under the law of eminent domain. Michie, 1953. 2v.

Stoebuck, William B.

Nontrespassory takings in eminent domain. Bobbs-Merrill, 1977. 1v.

## ENVIRONMENTAL LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Bureau of National Affairs, Inc.

Environmental law reporter. 11v.; 1v. Decisions (L-L)

Commerce Clearing House, Inc.

Pollution control guide. 6v. (L-L)

Grad, Frank P.

Treatise on environmental law. M. Bender, 1978- 3v. (L-L)



## ENVIRONMENTAL LAW (con't)

Dolgin, Erica L.

Federal environmental law by Dolgin and T.G. Guilbert.  
West, 1974. 1v.

Harvard University

Harvard environmental law review. 1976- v.1+

Mandelker, Daniel R.

Environmental and land controls legislation. Bobbs-  
Merrill, 1976- 1v.

Rogers, William H.

Hornbook on environmental law. West, 1977. 1v.  
(Hornbook)

Skillern, Frank F.

Environmental law. Shepard's, 1981- 1v. (L-L)

Yannacone, Victor J.

Environmental rights and remedies by Yannacone,  
Bernard S. Cohen and Stephen G. Davison. Lawyers Co-  
operative, 1972- 2v.

Bureau of National Affairs, Inc.

Noise regulation reporter. (L-L)

## EQUITY

If currently in the collection, retain.

DeFuniak, William Q.

Handbook of modern equity. Prentice-Hall, 1956. 1v.

McClintock, Henry L.

Handbook on the principles of equity. West, 1948. 1v.  
(Hornbook)

Pomeroy, John Norton

Treatise on equity jurisprudence by S.W. Symons.  
Lawyers Co-operative, 1941. 5v.



## EVIDENCE

A collections should have 4 of these including one on federal evidence;  
B collections should have 3 of these including one on federal evidence;  
and  
C collections should have 2 of these including one on federal evidence.

American Law Institute

Model code of evidence, 1942. 1v.

Baker, J.N.

The law of disputed and forged documents. Michie,  
1955. 1v.

Binder, David F.

The hearsay handbook. Shepard's, 1975- 1v.

Conrad, Edwin C.

Modern trial evidence. West, 1956. 2v.

Gard, Spencer A.

Jones on evidence, civil and criminal. Bancroft-  
Whitney, 1972- 4v.

McCormick, Charles T.

Handbook on law of evidence. West, 1972. 1v.  
(Hornbook)

Richardson, James R.

Modern scientific evidence, civil and criminal.  
Anderson, 1974- 1v.

Scott, Charles C.

Photographic evidence; preparation and presentation.  
West, 1969- 3v.

Weinstein, Jack B.

Weinstein evidence: Commentary on rules of evidence  
for the U.S. Courts and Magistrates. M. Bender, 1975-  
6v. in 7 (L-L)



## EVIDENCE (con't)

Wigmore, John Henry

A treatise on the Anglo-American system of evidence in trials at common law including the statutes and judicial decisions of all jurisdictions of the United States and Canada. Little, Brown, 1940- 10v. in 11.

Schwartz, Max

Engineering evidence by Schwartz and Neil Forrest Schwartz. Shepard's, 1981- 1v.

Osborn, Albert S.

Questioned documents. Lawyers Co-operative, 1940. 1v.

Houts, Marshall

Photographic misrepresentation. M. Bender, 1964- 1v.

Federal rules of criminal procedure. Clark Boardman, 1980- 1v. (L-L)

Federal rules of evidence, Clark Boardman, 1978- 1v. (L-L)

Louisell, David W.

Federal evidence by Louisell and Christopher B. Mueller. Lawyers Co-operative, 1977-

Saltzburg, Stephen A.

Federal rules of evidence by Saltzburg and Kenneth R. Redden. Bobbs-Merrill, 1977- 1v.





## FAMILY LAW

A collections should have 4 of these;  
B collections should have 3 of these; and  
C collections should have 2 of these.

Baxter, Ian F.G.

Marital property. Lawyers Co-operative, 1973- 1v.

Brockelbank, William J.

Interstate enforcement of family support by  
Brockelbank and Felix Infausto. Bobbs-Merrill, 1971.  
1v.

Bureau of National Affairs, Inc.

Family law reporter. 2v. (L-L)

Clark, Homer H.

The law of domestic relations in the United States.  
West, 1968. 1v. (Hornbook)

Douthwaite, Graham

Unmarried couples and the law. Allen Smith, 1979.  
1v.

Krause, Harry D.

Illegitimacy: Law and social policy. Bobbs-Merrill,  
1971. 1v.

Lindey, Alexander F.

Separation agreements and anti-nuptial contracts. M.  
Bender, 1953- 2v. (L-L)

Schatkin, Sidney B.

Disputed paternity proceedings. M. Bender, 1967- 2v.  
(L-L)

Eden, Philip

Estimating child and spousal support; economic  
guidelines for judges and attorneys. Journal Press,  
1977. 1v.

Child custody and visitation law and practice. M. Bender,  
1983- 4v. (L-L)

Marital and non-marital contracts; preventive law for the  
family. A.B.A. Section of Family Law, 1979. 1v.



## FORMS

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

American jurisprudence legal forms annotated. Lawyers Co-operative, 1971- 20v. in 23

American jurisprudence pleading and practice forms annotated. Lawyers Co-operative, 1967- 25v. in 28.

Cushman, Robert F.

Construction industry formbook by Cushman, Michael S. Simons and McNeill Stokes. Shepard's, 1979- 1v.

Dib, Albert

Forms and agreements for architects, engineers and contractors. Clark Boardman, 1976- 2v. (L-L)

Jones, Leonard A.

Jones legal forms; Contractual, business and conveyancing forms. Bobbs-Merrill, 1962- 3v.

Kusnet, Jack

Modern real estate and mortgage forms: Construction and development forms by Kusnet, and Owen T. Smith. Warren, Gorham & Lamont. 1975- 1v. (L-L)

Modern legal forms. West, 1957- 19v.

Nichols cyclopedia of legal forms annotated. Callaghan, 1972- 18v. in 10.

Rabkin, Jacob

Current legal forms with tax analysis by Rabkin and Mark H. Johnson. M. Bender, 1948- 10v. in 22 (L-L)

Warren, Oscar Leroy

Warren's forms of agreement by Warren, Gloria C. Markuson and Gladys Glickman. M. Bender, 1954- 4v. (L-L)

Institute for Business Planning.

Forms of business agreements. 2v. (L-L)



## IMMIGRATION LAW

A collections should have 2 of these;  
B collections should have 1 of these; and  
C collections should have 1 of these.

Gordon, Charles

Immigration law and procedure by Gordon and Harry N. Rosenfield. M. Bender, 1972- 6v. (L-L)

Harper, Elizabeth J.

Immigration laws of the United States. Bobbs-Merrill, 1975- 1v.

National Lawyers Guild

Immigration law and defense. Clark Boardman, 1979- 1v. (L-L)

## INSTRUCTIONS TO JURIES

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Branson, Edward R.

The law of instructions to juries in civil and criminal cases by A.H. Reid. Bobbs-Merrill, 1960- 5v. in 7.

Douthwaite, Graham

Jury instructions on damages in tort actions. Allen Smith, 1981. 1v.

Douthwaite, Graham

Alexander's jury instructions on medical issues. Allen Smith, 1980- 1v.

McBride, Robert L.

The art of instructing the jury. Anderson, 1969. 1v.



## INSURANCE LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Appleman, John Alan

Insurance law and practice with forms by Appleman and  
Jean Appleman, West, 1969- 26v. in 45.

Becker, Olga

Index/citator to insurance law. Index/Citator Systems,  
Inc., 1979- 2v.

Commerce Clearing House, Inc.

Fire and casualty insurance law reports. 1v. (L-L)

Commerce Clearing House, Inc.

Life, health and accident insurance law reports. 1v.  
(L-L)

Couch, George J.

Cyclopedia of insurance law. Lawyers Co-operative,  
1959- 24v.

Institute for Business Planning

Life insurance planning. 1v. (L-L)

Keeton, Robert

Insurance law. West, 1971- 1v. (Hornbook)

Long, Rowland H.

Law of liability insurance. M. Bender, 1966- 3v. (L-L)

Magarick, Pat

Successful handling of casualty claims. Clark  
Boardman, 1974. 1v.

Meyer, William F.

Life and health insurance law. Lawyers Co-operative,  
1972- 1v.

Harnett, Bertram

Responsibilities of insurance agents and brokers. M.  
Bender, 1974- 2v. (L-L)





## JUVENILE LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Davis, Samuel M.

Rights of juveniles; the juvenile justice system. Clark Boardman, 1980 - 1v. (L-L)

Law and tactics in juvenile cases. National Juvenile Law Center, 1977. 1v.

American Bar Association. Juvenile Justice Standards Project. Standards for juvenile justice. Ballinger, 1977. 24v.

Practising Law Institute.

The abused and neglected child; multi-disciplinary court practice. 1978. 1v.

Goldstein, Joseph

Beyond the best interests of the child by Goldstein, Anna Freud and Albert J. Solnit. Free Press, 1973. 1v.

## LABOR LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

The developing labor law; the board, the courts and the National Labor Relations Act. A.B.A., 1971. 1v. (Supp., 1971-75, 1v.; Supp., 1976, 1v.)

Gorman, Robert A.

Basic text on labor law; unionization and collective bargaining. West, 1976. 1v. (Hornbook)

Larson, Arthur.

Employment discrimination. M. Bender. 1975 - 4v. (L-L)



## LABOR (con't)

- Schlei, Barbara Lindeman  
Employment discrimination law by Schlei & Paul  
Grossman, B.N.A., 1976. 1v.
- Jenkins, Joseph A.  
Labor law. Anderson, 1968- 4v. (L-L)
- Commerce Clearing House, Inc.  
Labor law reporter. 10v. (L-L) (Labor relations, 5v. in  
6; Wages and hours, 2v.; State laws, 3v.)
- Commerce Clearing House, Inc.  
Employment practices guide. 4v. (L-L)
- Shepard's federal labor law citations. 5v.
- Commerce Clearing House, Inc.  
Public employee bargaining. 3v. (L-L)
- Federal regulation of employment service. Lawyers Co-  
operative, 1976- 11v.
- Agid, Susan R.  
Fair employment litigation; proving and defending a  
Title VII case. Practising Law Institute, 1979. 1v. (L-L)
- Commerce Clearing House, Inc.  
Employment health and safety guide. 3v. (L-L)

## LANDLORD AND TENANT LAW

A collections should have 2 treatises on subject;  
B collections should have 1 treatise on subject; and  
C collections should have 1 treatise on subject.

Note: MCLE and Mass. Practice Series deal with this subject.



## LAW OFFICE MANAGEMENT

A,B,C collections should select 1 of these:

Altman, Mary Ann

How to manage your law office by Altman and Robert I. Weil. M. Bender, 1973- 1v. (L-L)

Burke, William J.

Accounting systems for law offices. M. Bender, 1978- 1v. (L-L)

How to create a system for the law office. American Bar Association, 1975. 1v.

Altman, Devra

A manual for small and medium-sized law libraries. American Bar Foundation, 1976. 1v.

Manual for managing the law office. Prentice-Hall, 1970. 1v.

Law office economics and management manual. Callaghan, 1970- 2v. (L-L)

## LEGAL HISTORY

A

Friedman, Lawrence

A history of American law. Simon & Schuster, 1973. 1v.

A

Lieberman, Jethro K.

Milestones; 200 years of American law. West, 1976. 1v.



## LEGAL PROFESSION

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Smith, Robert Sellers

Lawyer's model letter book. Prentice-Hall, 1978. 1v.

Speiser, Stuart M.

Attorneys' fees. Lawyers Co-operative, 1973. 2v.

American Bar Association. Committee on Professional Ethics. (Formal) opinions....annotated and the canons of Judicial Ethics annotated. 1967- 1v. with supplements.

American Bar Association. Committee on Professional Ethics. Informal ethics opinions. v.1- 1975-

Mallen, Ronald E.

Legal malpractice by Mallen and Victor B. Levit. West, 1977. 1v.

Drinker, Henry S.

Legal ethics. Columbia University Press, 1953. 1v.

Larbalestrier, Deborah E.

Paralegal practice and procedure. Prentice-Hall, 1977. 1v.

Manual for legal assistants. Edited by William R. Park. West, 1979. 1v.

Singer, Gerald M.

How to go directly into solo law practice without missing a meal. Lawyers Co-operative, 1976. 1v.

Freund, James C.

Lawyering; a realistic approach to legal practice. Law Journal Seminars Press, 1979. 1v.

Meiselman, David J.

Attorney malpractice: Law and procedure. Lawyers Co-operative, 1980. 1v.





## LEGAL RESEARCH & WRITING

A,B,C Collections shall have:

Uniform system of citation. Harvard Law Review Association. 1v.

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Rombauer, Marjorie  
Legal problem solving; analysis, research and writing.  
West, 1978. 1v.

Price, Miles O.  
Effective legal research by Price and Harry Bitner.  
Little, Brown, 1979. 1v.

Cohen, Morris L.  
How to find the law. West, 1976. 1v.

Jacobstein, J. Myron  
Fundamentals of legal research by Jacobstein and Roy  
M. Mersky. Foundation, 1977. 1v.

Henke, Dan  
California law guide. Parker & Sons, 1976- 1v.

Cooper, Frank  
Writing in law practice. Michie/Bobbs-Merrill, 1963. 1v.

Re, Edward D.  
Brief writing and oral argument. Oceana, 1974. 1v.

Weihofen, Henry  
Legal writing style. West, 1980. 1v.

Uniform system of citation. Harvard Law Review Association. 1v.

Moys, Elizabeth M.  
Manual of law librarianship; the use of and organization  
of legal literature. Westview Press, 1976. 1v.

Reams, Bernard D.  
Reader in law librarianship. Information Handling  
Services, 1976. 1v.



## MARITIME LAW

A,B,C collections should have 1 of these.

Benedict, Erastus C.

Benedict on admiralty. M. Bender, 1958- 21v. (L-L)

Gilmore, Grant

The law of admiralty by Gilmore and Charles L. Black.  
Foundation Press, 1975. 1v.

Norris, Martin J.

The law of seamen. Lawyers Co-operative, 1970- 3v.

Norris, Martin J.

The law of maritime personal injuries. Lawyers Co-operative, 1975- 2v.

## MEDICAL JURISPRUDENCE

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these,

Louisell, David W.

Medical malpractice by Louisell and Harold Williams.  
M. Bender, 1960- 3v. (L-L)

Death, dying and euthanasia. Edited by Dennis J. Horan and  
David Mall. University Publications of America, 1977.  
1v.

+A

Frumer, Louis R.

Actions, defenses, damages. M. Bender, 1957- 6v. in  
23. (L-L)

Gray, Roscoe

Attorneys textbook of medicine. M. Bender, 1934 - 7v.  
in 15. (L-L)

Lawyers medical cyclopedia of personal injuries and allied  
specialties. Allen Smith Company, 1959- 8v.



## MEDICAL JURISPRUDENCE (con't)

Hospital law manual. Aspen, 1974- 3v. (L-L)

Warren, David G.

Problem in hospital law. Aspen, 1978. 1v.

Cazalas, Mary W.

Nursing and the law. Aspen, 1978. 1v.

Courtroom medicine series. M. Bender, 1962- 14v.

(Gelfand, low back, v.1; Wolfstone, Neck, v.2; Houts, Death, v.3; Chapman, Pain and suffering, v.4; Kalisch, Shoulder and elbow, v.5; Whitmore, Skin, v.6; Kalisch, Hip and thigh, v.7; Chapman, Head and brain, v.8; Kalisch, Knee and related structures, v.9; Kalisch, Abdominal injuries, v. 10; Kalisch, Chest, Heart and lungs, v.11; Lewis, Psychic injuries, v.12; Frank, Cancer, v. 13; Chapman, The eye, v.14)

Houts, Marshall

Lawyers guide to medical proof. M. Bender, 1966. 3v. (L-L)

Gray's anatomy of the human body. Lea & Febiger, 1963. (annual)

Aker, J. Brooke

Mental capacity; medical and legal aspects of the aging. Shepard's/McGraw-Hill, 1977- 1v.

## MUNICIPAL LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Antieau, Chester James

Local government law. M. Bender, 1955- 4v. in 7. (Municipal corporation law, v.1-3; Independent local government entities, v.3A; County law, v.4)

McQuillan, Eugene

The law of municipal corporations. Callaghan, 1939- 20v. in 21.



## MUNICIPAL LAW (con't)

Matthews, Thomas A.

Municipal ordinances; text and forms by Matthews and  
Byron S. Matthews. Callaghan, 1972- 2v. in 5.

Municipal legal forms with commentary. Callaghan, 1964-  
3v. in 4.

Shepards ordinance law annotations. Shepards, 1969-  
6v. in 11.

Yokley, E.C.

Municipal corporations. Michie, 1956- 4v.

## PARTNERSHIP

A,B,C collections should have 1 of these.

Barrett, J.M.

Partners and partnerships; law and taxation by Barrett  
and Erwin Seago. Michie, 1956. (1965 PPts.)

Crane, Judson A.

Handbook on the law of partnership by Crane and Alan  
R. Bromberg. West. 1968. 1v.

Rowley, Scott

Rowley on partnership. Bobbs/Merrill, 1960. 2v.





## PATENT LAW

A collections should have 2 of these;  
B collections should have 1 of these; and  
C collections should have 1 of these.

Chisum, Donald S.

Patents. M. Bender, 1978- 5v. (L-L)

Gilson, Jerome

Trademark protection and practice. M. Bender, 1974-  
2v. (L-L)

Deller's Walker on patents. Lawyers Co-operative, 1964- 9v.

Milgrim, Roger M.

Trade secrets. M. Bender, 1967- 2v. (Business  
organizations, v.12 & 12A)

Horwitz, Lester

Patent office rules and practice. M. Bender, 1949- 7v.  
(L-L)

## PRODUCTS LIABILITY

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Frumer, Louis R.

Products liability by Frumer and Melvin I. Friedman.  
M. Bender, 1960- 8v. (L-L)

Hursh, Robert D.

American law of products liability by Hursh and Henry  
J. Bailey. Lawyers Co-operative, 1974- 6v.

Swartz, Edward M.

Hazardous products litigation. Lawyers Co-operative,  
1973- 1v.

Commerce Clearing House, Inc.

Products liability reporter. 2v. (L-L)  
Consumer product safety guide. 2v. (L-L)



## PROPERTY LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Brown, Roy Andrews

The law of personal property. Callaghan, 1975. 1v.

Gilmore, Grant

Security interest in personal property. Little, Brown, 1965. 2v.

American law of property. Little, Brown, 1952- 7v.

Powell, Richard R.

The law of real property. M. Bender, 1949- 7v. in 14.

Thompson, George W.

Commentaries on the modern law of real property. Bobbs-Merrill, 1964- 14v. in 23.

Tiffany, Herbert Thorndike

The law of real property. Callaghan, 1939- 6v.

Simes, Lewis M.

The law of future interests by Simmes and Allan F. Smith. West, 1956- 4v.

Basye, Paul E.

Clearing land titles. West, 1970. 1v.

Rohan, Patrick J.

Condominium law and practice; forms, by Rohan and Melvin A. Reskin. M. Bender, 1965- 1v. in 5. (Real estate transactions, v. 1-10)

Rohan, Patrick J.

Cooperative housing law and practice; forms. M. Bender, 1967- 1v. in 3. (Real estate transactions, v. 2-2B)

Hodes, Barnet

The law of mobile homes by Hodes and G. Gale Roberson. Bureau of National Affairs, 1974. 1v.

Institute for Business Planning.

Real estate investment planning. 2v. (L-L)

Patton, Rufford G.

Patton on land titles. West, 1957- 3v.



## PROPERTY LAW (con't)

Grimes, John S.

A treatise on the law of surveying and boundaries.  
Bobbs-Merrill, 1976. 1v. ("Clark on Surveying")

Sherry, John H.

The law of innkeepers; for hotels, motels, restaurants  
and clubs. Cornell Univ., 1972. 1v.

Cartwright, John M.

Farm and ranch real estate law. Lawyers Co-operative,  
1972- 1v.

Bureau of National Affairs, Inc.

Housing and development law reporter. (L-L)

Osborne, George E.

Real estate finance law by Osborne, Grant S. Nelson &  
Dale A. Whitman. West, 1979.

Moynihan, Cornelius J.

Introduction to the law of real property. West, 1962. 1v.

## SECURITIES

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Sowards, Hugh L.

The Federal securities act; analysis, procedures, forms.  
M. Bender, 1965- 1v. (L-L) (Business organizations,  
v.11)

Sowards, Hugh L.

The Federal securities act; primary source manual. M.  
Bender, 1970- 2v. (L-L) (Business organizations, v.11  
Pt.2 & Pt.2A)

Gadsby, Edward N.

The Federal securities exchange act of 1934 (analysis,  
procedures, forms) M. Bender, 1967- 2v. (L-L)  
(Business organizations, v.11A Pt.1 & Pt.1A)



## SECURITIES (con't)

Gadsby, Edward N.

The Federal securities exchange act of 1934; primary source manual. M. Bender, 1971- 5v. (Business organizations, v.11A Pt.2 - Pt.2D)

Fried, Martin L.

Taxation of securities transactions. M. Bender, 1971- 1v. (L-L) (Business organizations, v. 11B)

Loss, Louis

Securities regulation. Little, Brown, 1961- 6v.

Commerce Clearing House, Inc.

Federal securities law reports. 7v. (L-L)

## SOCIAL PROGRAMS

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

McCormick, Harvey L.

Social security claims and procedures. West, 1982-1v.

Commerce Clearing House, Inc.

Unemployment insurance law reporter. 15v. (L-L)

McCormick, Harvey L.

Medicare and medicaid claims and procedures. West, 1977- 1v.

Commerce Clearing House, Inc.

Medicare and medicaid guide. 4v. (L-L)

Brakel, Samuel J.

The mentally disabled and the law. Edited by Brakel and Ronald S. Rock. University of Chicago, 1971. 1v.

Hawley, Barbara L.

Social security disability benefits; legal issues for mentally disabled claimants. A.B.A. Commission on Mentally Disabled, 1979. 1v.

Practising Law Institute, Inc.

Legal rights of mentally disabled persons. 1979. 3v.





## STATUTORY CONSTRUCTION

A,B,C collections should select 1 of these.

Sands, C. Dallas

Sutherland statutory construction. Callaghan, 1972 -4v.  
in 6.

Statsky, William P.

Legislative analysis; how to use statutes and  
regulations. West, 1975. 1v.

## TAXATION

A collections should have 3 of these including one major tax service;  
B collections should have 2 of these including one major tax service;  
C collections should have 2 of these including one major tax service.

One major tax service;

Commerce Clearing House, Inc.

Standard federal tax reporter. 10v. in 13. (L-L)

or

Prentice-Hall, Inc.

Federal taxes.

or

Research Institute of America, Inc.

Federal tax coordinator. 28v. (L-L)

### Note:

A collections should retain past 7 years;

B collections should retain past 2 years; and

C collections should retain past 2 years.

Research Institute of America, Inc.

Tax action coordinator. 7v. (L-L)

Prentice-Hall, Inc.

Annotated tax forms. 2v. (L-L)

Prentice-Hall, Inc.

Citator. 3v. (L-L)

Bureau of National Affairs, Inc.

Tax management. (U.S. Income; Estates, gifts and  
trusts) 230 portfolios (L-L)



Institute for Business Planning, Inc.  
Tax planning. 2v. (L-L)

Chrommie, John  
The law of federal income taxation. West, 1973. 1v.  
(Hornbook)

Mertens, Jacob  
Law of federal income taxation. Callaghan, 1974- (L-L)

Rasch, Joseph  
Harris' handling federal estate and gift taxes. Lawyers  
Co-operative, 1978- 3v.

Willis, Arthur B.  
Partnership taxation. Shepards, 1976- 2v.

Grant, Irving M.  
Subchapter S taxation. Shepards/McGraw-Hill, 1980 -  
1v. (L-L)

Rabkin, Jacob  
Federal income, gift and estate taxation, by Rabkin and  
Mark H. Johnson. M. Bender, 1942- 13v. (L-L)

Commerce Clearing House, Inc.  
I.R.S. publications. 3v. (L-L)

Commerce Clearing House, Inc.  
Tax court reporter. 3v. (L-L)

Commerce Clearing House, Inc.  
Excise tax reporter. 1v. (L-L)

Commerce Clearing House, Inc.  
Federal Tax guide. 1v. (L-L)

Bittker, Boris I.  
Federal income taxation of corporations and  
shareholders by Bittker and James S. Eustice. Warren,  
Gorham & Lamont, 1979- 1v. (L-L)

Bittker, Boris I.  
Federal income taxation of corporations and  
shareholders; forms. Warren, Gorham & Lamont, 1975-  
1v. (L-L)



## TORTS

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

- +A Harper, Fowler V.  
The law of torts by Harper and Flemming James.  
Little, Brown, 1956. 3v. in 4.
- Alexander, George J.  
Commercial torts. Allen Smith, 1973. 1v.
- Dooley, James A.  
Modern tort law; liability and litigation. Callaghan,  
1977- 3v.
- Prosser, William L.  
Law of torts. West, 1971. 1v. (Hornbook)
- Averbach, Albert  
Handling accident cases. Lawyers Co-operative, 1972-  
7v. in 9.
- +A Shearman, Thomas G.  
A treatise on the law of negligence by Shearman and  
Amasa A. Redfield. Baker, Voorhis, 1941. 5v. (1970  
PPts.)
- Sack, Robert D.  
Libel, slander and related problems. Practising Law  
Institute, 1980. 1v.
- +A Jayson, Lester S.  
Handling federal tort claims; administrative and  
judicial remedies. M. Bender, 1964- 2v. (L-L)
- Speiser, Stuart M.  
Recovery for wrongful death. Lawyers Co-operative,  
1975. 2v.



## TRADE REGULATION

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Callmann, Rudolf

The law of unfair competition, trademarks and  
monopolies. Callaghan, 1965- 5v. (L-L)

Commerce Clearing House, Inc.

Trade regulation reporter. 5v. (L-L)

Toulmin, Harry Aubrey

A treatise on the anti-trust laws of the U.S. including  
all related trade regulatory laws. Anderson, 1949- 7v.

Marcus, Philip

Anti-trust law and practice. West, 1980. 1v.

Timberlake, E. Compton

Federal treble damage antitrust actions. Callaghan,  
1965. 1v.

Stickells, Austin T.

Legal controls of business practice. Lawyers Co-  
operative, 1965- 1v.

Von Kalinowski, Julian O.

Antitrust and trade regulation. M. Bender, 1969- 18v.  
(L-L)

Kintner, Earl W.

Federal anti-trust law. Anderson, 1980- 8v.

C

C

C



## TRIAL PRACTICE

A collections should have 4 of these;  
B collections should have 3 of these; and  
C collections should have 2 of these.

American jurisprudence trials. Lawyers Co-operative, 1964-.

American jurisprudence proof of facts. Lawyers Co-operative, 1959 - .

Goldstein, Irving  
Trial technique by Goldstein and Fred Lane. Callaghan, 1969 - 3v. (L-L)

Keeton, Robert E.  
Trial tactics and methods. Little, Brown, 1973. lv.

Schwartz, Louis E.  
Proof, persuasion and cross-examination; a winning new approach in the courtroom. Executive reports, 1973. 2v.

Cohen, David  
How to win criminal cases by establishing a reasonable doubt. Executive Reports, 1970. lv.

Schweitzer, Sidney C.  
Cyclopedia of trial practice. Lawyers Co-operative, 1970 - 4v.

Schweitzer, Sidney C.  
Cyclopedia of trial practice; proof of traumatic injuries. Lawyers Co-operative, 1972 - 4v.

Oliphant, Robert E.  
Trial techniques with Irving Younger. National Practice Institute, 1978. lv.

Givens, Richard A.  
The art of pleading a cause. Shepard's/McGraw Hill, 1979. lv.

Smith, Lawrence J.  
Summation. M. Bender, 1978 - lv. (L-L)

Baldwin, Scott  
Direct examination. M. Bender, 1981 - lv. (L-L)

C

C

C

TRIAL PRACTICE (con't)

Shrager, David

Opening statement. M. Bender, 1981 - 1v. (L-L)

Jeans, James W.

Trial advocacy. West, 1975. 1v.

Bodin, Henry Sabbath

Civil litigation and trial techniques. Practising Law  
Institute, 1976, 1v.

Wellman, Francis L.

The art of cross-examination. MacMillan, 1962. 1v.

Stein, Jacob A.

Closing argument; the art and the law. Callaghan,  
1969 - 1v. (L-L)

Kelner, Joseph.

Successful litigation techniques. M. Bender, 1964 - 4v.  
in 7.

Julien, Alfred E.

Opening statements. Callaghan, 1980 - 1v. (L-L)

Belli, Melvin

Modern trials. West, 1982 - 5v.

C

C

C

## TRUSTS AND TRUSTEES

A, B, C Collections should have:

Scott, Austin Wakeman

The law of trusts. Little, Brown, 1967 - 6v.

A collections should have 2 of these;

B collections should have 1 of these; and

C collections should have 1 of these.

Bogert, Goerg Gleason

The law of trusts and trustees; a treatise covering the law relating to trusts and allied subjects affecting trust creation and administration; with forms by Bogert and George Taylor Bogert. West, 1965 - 19v.

Nossaman, Walter L.

Trust administration and taxation by Nossaman and Joseph L. Wyatt. M. Bender, 1972 - 3v. in 4. (L-L)

Parella, Robert E.

Modern trust forms and checklists with commentary by Parella and Joel E. Miller, Warren, Gorham & Lamont, 1980 - 2v. (L-L)

Cohan, John R.

Inter vivos trusts; planning, drafting and taxation. Shepard's/McGraw Hill, 1975 - 1v.

## WATER LAW

A, B, C collections should have one treatise on subject. One possibility is:

Clark, Robert Emmet

Water and water rights; a treatise on the law of waters and allied problems. Allen Smith, 1967 - 7v.



## WILLS & ESTATE PLANNING

A Collections should have 4 of these;  
B Collections should have 3 of these; and  
C Collections should have 2 of these.

Bowe, William J.

Page on the law of wills including probate, will contests, evidence, taxation, conflict, estate planning, forms, and statutes relating to wills by Bowe and Douglas H. Parker. Anderson, 1960 - 8v. in 11.

Casner, A.J.

Estate planning. Little, Brown, 1980 - 6v.

Farr, James F.

An estate planner's handbook by Farr and Jackson W. Wright. Little, Brown, 1979, 1v.

Kess, Sidney

Estate planning guide by Kess and Bertil Westlin. Commerce Clearing House, 1979, 1v.

Kess, Sidney

Financial and estate planning by Kess, Bertil Westlin, and Robert Whitman. Commerce Clearing House, 1980-4v. (L-L)

Institute for Business Planning, Inc.

Estate planning. 2v. (L-L)

Prentice-Hall, Inc.

Wills, estates and trusts service. 9v. (L-L) (Wills, trusts, 5v.; Forms, 1v.; State inheritance tax, 2v.; Federal estate & gift taxes, 1v.)

Research Institute of America, Inc.

Estate planning and taxation coordinator. 7v. (L-L)

Institute for Business Planning, Inc.

Financial planning. 1v. (L-L)

Simes, Lewis M.

Law of future interest by Simes and Allan F. Smith. West, 1956 - 4v.





## WILLS & ESTATE PLANNING (con't)

- Harris, Homer I.  
Family estate planning guide. Lawyers Co-operative,  
1971 - 1v.
- Murphy, Joseph H.  
Murphy's will clauses; annotations and forms with tax  
effects. M. Bender, 1960 - 3v. (L-L)
- Gray, John Chipman  
Rule against perpetuities. Edited by Roland Gray.  
Little, Brown, 1942. 1v.

## WORKERS' COMPENSATION

A collections should have 2 of these;  
B collections should have 1 of these; and  
C collections should have 1 of these.

- Commerce Clearing House, Inc.  
Workmen's compensation law reporter. 2v. (L-L)
- Larson, Arthur  
The law of workmen's compensation. M. Bender, 1952 -  
4v. in 10. (L-L)
- Blair, Elmer H.  
Reference guide to workmen's compensation; a quick  
retrieval handbook. Thomas, 1968 - 2v.



## ZONING LAW

A collections should have 3 of these;  
B collections should have 2 of these; and  
C collections should have 1 of these.

Rohan, Patrick, J.

Zoning and land use controls. M. Bender, 1977 - 7v. in  
8. (L-L)

Williams, Norman

American planning law; land use and the police power.  
Callaghan, 1974 - 5v.

Yokley, E.C.

The law of subdivisions. Michie, 1963 - 1v.

Anderson, Robert M.

American law of zoning. Lawyers Co-operative, 1976 -  
5v.

Rathkopf, Arden H.

The law of zoning and planning. Clark Boardman, 1956-  
4v. (L-L)

Yokley, E.C.

Zoning law and practice. Michie, 1978 - 8v.



## PERIODICALS

### C Collections should have:

All legal periodicals and newsletters published in Massachusetts.

C Collections should have selected legal periodical titles which are listed in Massachusetts Shepard's Citations.

Note: Holdings should be a minimum of 5 years and more, depending on space. Retrospective volumes will not be bought.

### B Collections should have:

All legal periodicals and newsletters published in Massachusetts.

B Collections should have selected legal periodical titles which are listed in Massachusetts Shepard's Citations.

Note: Holdings should be a minimum of 10 years and more, depending on space. Retrospective volumes will not be bought.

### A Collections should have:

All legal periodicals and newsletters published in Massachusetts.

A broad collection of legal periodical titles which are listed in the Index to Legal Periodicals.

Tier A collections should have complete runs of titles selected.



## 20.950 ACTION PLAN FOR LAW LIBRARIES

Note: Time is based on the approval date of the document, indicated on page 1.

### 20.951 Governance

Within one year, the Law Library Coordinator and other appropriate persons shall determine the potential revision of M.G.L. ch. 78. If needed, the Law Library Coordinator will proceed to follow through on the revision.

### 20.952 Philosophy

Within six months, the Law Library coordinator will facilitate a ½ day workshop with the Law Librarians on the impact of the philosophy on traditional service and what changes need to be made to implement the stated philosophy.

### 20.953 Personnel

Within six months, the Law Library Coordinator will make sure that job descriptions are included in the Personnel Policies and Procedures Manual.

Within three years, recommended staffing patterns should be followed in all locations.

By June 30 of each year, an annual program for continuing education shall be submitted to the Education Coordinator.

Annually, each librarian should attend either one law library meeting, an appropriate bar association meeting or visit another law library.

### 20.954 Collection

Within one year, each library will complete the checklist of what materials are needed to have a Tier A, B, or C library.

Upon approval, Cambridge, Springfield and Worcester will be considered Tier A libraries. Thus, the library staffs will be responsible for inter-library loan for the Trial Court law libraries.





Budgets for FY85 through FY88 will be based on developing the collection to meet the standards of a Tier A, B or C library. Libraries not meeting C standards will work towards Tier C. Libraries meeting Tier C Standards may work towards Tier B, depending on geographic proximity of a Tier A or B library. Lawrence Law Library, north of Boston, and Fall River Law Library, south of Boston, may work towards Tier A standards.

#### 20.955 Services

Within two years, a workshop should be held on how to deliver service to patrons including Trial Court personnel, attorneys, the public and students.

Within six months, an implementation plan should be developed to catalog and classify the library collections, develop a union catalog and provide public catalogs in each library.

Within one year, library collections shall be shelved in an orderly, consistent manner and directional charts made available.

#### 20.956 Standards/Facilities

Within three years, each librarian shall compare their library facility to the standards and develop a plan to improve the library facility according to standards.

#### 20.957 Equipment and Furnishings

Within one year, each library will complete a checklist on what equipment and furnishings are needed to meet standards.

Fiscal years 85 and 86 budget requests will include equipment requests to bring libraries up to standards.

#### 20.958 Operating Policies and Procedures

Effective six months after approval, the library policy and procedures will be followed. The first six months will be spent adjusting current practice to the policies and procedures and publicizing appropriate policies and procedures.

Circulation policy shall be visibly posted for all patrons to see.

A uniform charge for photocopies shall be established.

Commencing in FY1985, a physical volume count shall be taken every ten years.







30.000 Boston Municipal Court Department

30.100 Policy

It shall be the responsibility of the Administrative Justice of the Boston Municipal Court Department of the Trial Court to maintain a law library for the exclusive use of each justice named to the department, justices assigned from time to time to sit in the department, the clerk magistrates, assistant clerk magistrates and their law clerks serving in the department.

30.200 Personnel

The Administrative Justice shall designate a person currently on staff whose duty it shall be to see to the day-to-day management of the law library within the department, to advise the Administrative Justice in the adoption of necessary rules to promote the security of collections, to advise the Administrative Justice in connection with the procuring and weeding of library contents, and to serve as liaison between the Trial Court Advisory Committee on Law Libraries and the Trial Court Law Library Coordinator.

30.300 Physical Facility

The law library shall be maintained in a room or space generally set aside for legal research and shall not be used routinely as a conference room for the handling of court business, as an office for administrative purposes, as the personal office of any justice or in any manner inhibiting its use as a law library.

30.400 Consultant Services

The Law Library Coordinator and Trial Court Law Librarians shall provide consultant services, if desired, in the areas of legal reference, budgeting for law books and upkeep of the collections.



30.500 Collections

30.501 Library

## MASSACHUSETTS

### Statutes

Acts and resolves of the Commonwealth of Massachusetts, advance sheets for current year. Secretary of State.

Annotated laws of Massachusetts, including annual legislative service.

Lawyers Co-operative, 1932- 52v.

and

Massachusetts general laws annotated including annual legislative service. West. 1958- 45v.

### Reports

Massachusetts reports. Various publishers, 1804-  
and

Massachusetts Appeals Court reports. Various publishers, 1972-

Massachusetts Appellate Division reports, 15v.

Massachusetts Appellate decisions. Wilson-Hill Co., 1960-1978. 59v.

Reports of the Massachusetts Appellate Division advance sheets. Lawyers Weekly, 1981 - (monthly to be bound at end of year)

Massachusetts advance sheets. Bateman & Slade (current publishers) (Weekly)

### Rules

Massachusetts rules of court. West. 1v. (Annual)

or

Lawyers Weekly guidebook rules supplement. Lawyers Weekly, 1979 - 1v. (L-L)

### Shepard's

Shepard's Massachusetts citations.

Shepard's/McGraw-Hill, case and statute edition. 1967 - 3v.

### Digest

Massachusetts digest annotated. West, 1953 - 22v. in 47.





### Finding Aids

Massachusetts law finder. West, 1977. 1v.

### Ordinances

City of Boston code: Statutes, ordinances, regulations. City of Boston Law Department, 1975. 1v.

Revised Ordinances of 1961 of the City of Boston. City of Boston. 1961.

Special laws of the Commonwealth of Massachusetts relating to the City of Boston enacted prior to January 1, 1938. City of Boston, 1938. 2v.

## MASSACHUSETTS TREATISES

### General

Rodman, Robert M.

Methods of practice with forms. West, 1981 - 3v. (Mass. Practice v. 5, 5A, 5B)

Simpson, Donald R.

Summary of basic law. West, 1974 - 2v. (Mass Practice v. 14 & 14A)

### Automobile Law

Martin, Ephraim

Automobile law and practice by Martin & Hennessey. West, 1976 - 2v. (Mass Practice v. 11 & 12)

### Civil Procedure

Maloney, Richard P.

Manual for district court Clerk-Magistrates. Lawyers Weekly, 1980. 1v.

Nolan, Joseph R.

Civil practice. West, 1975 - 2v. (Mass. Practice v. 9 & 9A)

Perlin, Marc C.

Handbook of civil procedure in the Massachusetts District Court by Perlin & John M. Connors. Lawyers Weekly, 1980 - 1v.

Smith, James & Zobel, Hiller B.

Rules practice by Smith & Zobel. West, 1974 - 4v. (Mass. Practice v. 6-8A)  
or



### Civil Procedure (con't)

Schwartz, Edward M.

Massachusetts pleading and practice, forms and commentary by Swartz, Frederick A. Swartz and William Schwartz. Matthew Bender, 1974 - 7v.

### Commercial Law

Stickells, Austin T.

Manual of uniform commercial code by Stickells & Carl B. Everberg. 1963 - 1v. (Mass. Practice v. 25)

Everberg, Carl B.

Uniform commercial code forms annotated. West, 1966 - 2v. (Mass. Practice v. 26 & 27)

### Consumer Law

Alperin, Howard J.

Consumer rights and remedies by Alperin and Ronald F. Chase. West, 1979 - 2v. (Mass. Practice v. 35 & 36)

### Corporations

Peairs, Chalmers

Business corporations. West, 1971 - 2v. (Mass. Practice v. 13 & 13A)

### Criminal Law and Procedure

Jury trial manual for criminal offenses tried in the district courts of Massachusetts. District Courts, 1980 - 1v. (L-L)

LaFave, Wayne R.

Search & seizure, a treatise in fourth amendment. West, 1958. 3v.

Nolan, Joseph R.

Criminal law. West, 1976. 1v. (Mass. Practice v. 32)

Smith, Kent B.

Criminal practice & procedure. West, 1970 - 1v. (Mass. Practice v. 30)

### Equity

Nolan, Joseph R.

Equitable remedies. West, 1975 - 1v. (Mass. Practice v. 31)



### Evidence

- Hughes, Kenneth B.  
Evidence. West, 1961 - 1v. (Mass. Practice v. 19)
- Liacos, Paul J.  
Handbook of Massachusetts evidence. Little, Brown, 1981 - 1v.
- Mottla, Gabriel V.  
Proof of cases in Massachusetts including law of evidence. Lawyers Co-operative, 1966 - 2v.

### Family Law

- Lombard, John F.  
Family law. West, 1967- 4v. (Mass. Practice v. 1-3)

### Forms

- Everberg, Carl B.  
Legal business forms. West, 1970 - 3v. (Mass Practice v. 15, 15A, 16)
- Rodman, Robert M.  
Procedural forms annotated. West, 1974 - 3v. (Mass. Practice v. 10, 10A & 10B)

### Landlord & Tenant

- Adams, Fanuel & Wadsworth, Charles Y.  
Hall on Massachusetts law of landlord & tenant. Little, Brown, 1949 - 1v.
- Schwartz, Edward L.  
Lease drafting in Massachusetts. Little, Brown, 1961. 1v.
- Stavisky, Harold  
Landlord & tenant law by Stavisky and Robert A. Greeley. West, 1977. 2v. (Mass. Practice v. 33 and 34)

### Municipal Law

- Hardy, Henry W.  
Municipal law. West. 1983 - 3v. (Mass. Practice v. 18, 18A, 18B)



### Probate

Lombard, John F.

Probate law and practice. West, 1962 - 5v. (Mass. Practice v. 20-24)

### Property Law

Massachusetts Continuing Legal Education, Inc.

Condominium conversions. 81-5A. MCLE, 1980. 1v. (L-L)

Massachusetts Continuing Legal Education, Inc.

Condominiums: Creation, conversion and care. 83-6A. MCLE, 1982. 1v. (L-L)

Park, Maurice E.

Real estate law with forms, 2nd ed. by Park and Dorcas D. Park. West, 1981 - 2v. (Mass. Practice v. 28 & 28A)

### Taxation

Barrett, Richard F.

Taxation by Barrett and Andrew C. Bailey. West, 1970 - 2v. (Mass Practice v. 4-4A)

### Torts

Nolan, Joseph R.

Tort law. West, 1979 - 1v. (Mass. Practice v. 37)

### Trial Practice

Bishop, Richard W.

Prima facie case - proof & defense. West, 1970 - 2v. (Mass. Practice v. 17-17A)

Swartz, Edward M.

Trial handbook for Massachusetts lawyers. Lawyers Co-operative, 1972 -1v.

### Workers' Compensation

Locke, Lawrence S.

Workmen's compensation. West, 1968 - 1v. (Mass Practice v. 29)





## FEDERAL

### Statutes

United States Code annotated. West Publishing, 210 v.  
or  
United States Code service. Lawyers Co-operative, 120 v.

### Cases

United States reports, G.P.O. V. 1 -  
or  
United States Supreme Court reports, lawyer's edition. Lawyers Co-operative.  
1st series, 100 v.  
2nd series, v. 1 -  
or  
Supreme Court reporter. West, v. 1 -  
United States law week. Bureau of National Affairs.  
North Eastern reporter. West. 2nd series, v. 1 -  
American law reports. Lawyers Co-operative.  
3rd series. 1965-80. 100 v.  
4th series. 1980- , v. 1 -  
ALR 3rd & 4th quick index. 1v.

### Digest

U.S. Supreme Court digest, lawyer's edition. Lawyer's Co-operative, 35v. in 20.

### Restatements

American Law Institute. West.  
Restatement of the law. West, 1932 -  
Contracts, 2nd.  
Torts, 2nd.  
Agency, 2nd.



## Federal Treatises

Devitt, Edward J.

Federal jury practice and instructions by Devitt and Charles B. Blackmar.  
West, 1977 - 3v.

Wright, Charles A.

Federal practice and procedure by Wright and A.R. Miller. West, 1969 -  
27v. in 23.

## GENERAL AMERICAN PUBLICATIONS

### Conflict of Laws

Weintraub, Russell J.

Commentary on the conflict of laws. Foundation Press, 1980. 1v.

### Contracts

Calamari, John D.

Contracts by Calamari and Joseph M. Perillo. West, 1977. 1v. (Hornbook)

Williston, Samuel

A treatise on the law of contracts by Williston and Walter H.E. Jaeger. 3rd  
edition. Lawyers Co-operative, 1978 - 19v.

Williston, Samuel.

Contract forms. Lawyers Co-operative, 1979 - 3v. in 2.

### Evidence

Weinstein, Jack B.

Weinstein evidence: Commentary on rules of evidence for the U.S. Courts  
and Magistrates. M. Bender, 1975 - 6v. in 7. (L-L)

### Property Law

American law of property. Little, Brown, 1952 - 7v.

### Statutory Construction

Sands, C. Dallas

Statutes and statutory construction. Callaghan, 1972 - 4v. in 6.

### Torts

Prosser, William L.

Law of torts. West, 1971. 1v. (Hornbook)



### General Reference

Black's law dictionary. West, 1979.

or

Ballentine's law dictionary and pronunciations. Lawyer's Co-operative, 1969. 1v.

Physician's desk reference for non-prescription drugs. Medical Economics. 1v.  
(Annual)

Webster's new collegiate dictionary. G.L.C. Merriam Co., latest edition. 1v.

### Periodicals

Annual Survey of Massachusetts Law

Boston College Law Review

Harvard Law Review

30.502      Courtroom (six collections)

### Statutes

Annotated law of Massachusetts including general laws annotated. Lawyers Co-operative, 1932 - 52v.

or

Massachusetts general laws annotated including annual legislative service. West, 1958- 45v.

### Massachusetts Reports

Massachusetts reports. Various publishers, 1960 - v. 340 -

Massachusetts Appeals Court reports. Various publishers, 1972- 1v.

30.503      Judges (eleven collections)

Massachusetts advance sheets. Bateman & Slade (current publishers) (Weekly)

Liacos, Paul J.

Handbook of Massachusetts evidence. Little, Brown, 1981 - 1v.









40.000 District Court Department

40.100 Policy

It shall be the responsibility of the Presiding Justice in each division of the District Court Department of the Trial Court to maintain at least one minimum law library for the primary use of the justices and other personnel of the division, and such additional lobby or office collections as may from time to time be required.

40.200 Personnel

The Presiding Justice shall designate a divisional librarian for the division whose duty it shall be to see to the day-to-day management of any law library or lobby or office collection within the division, to advise the Presiding Justice in the adoption of necessary rules to promote the security of collections, to advise the Presiding Justice in connection with the procuring and weeding of library contents, and to serve as liaison between the division and the District Court Library Committee, Trial Court Advisory Committee on Law Libraries, Trial Court Law Library Coordinator and Law Librarian.

40.300 Physical Facility

The law library shall, where feasible, be maintained in a room or space generally set aside for legal research and not be used routinely in any manner inhibiting its use as a law library.

40.400 Procedures

40.401 Patrons

It shall be the goal of the Presiding Justice to make the minimum law library or other library facilities available to members of the bar and to members of the public to the extent this may be done without conflicting with the policy embodied in 40.100. In pursuit of this goal the Presiding Justice shall enlist the aid of available public libraries and the bar.

40.402 Standing Committee on Division Law Libraries

The Chief Justice of the District Court Department will be requested to continue the District Court Committee on Law Libraries, the members of which shall perform such duties with regard to District Court law libraries as the Chief Justice may from time to time request.



40.500      Consultant Services

The Law Library Coordinator and Trial Court Law Librarians shall provide consultant services, if desired, in the areas of legal reference, budgeting for law books and upkeep of the collections.



Statutes

Acts and resolves of the Commonwealth of Massachusetts, advance sheets for current year. Secretary of State.

Annotated laws of Massachusetts, including annual legislative service. Lawyers Co-operative, 1932- 52v.

or  
Massachusetts general laws annotated including annual legislative service. West. 1958- 45v.

Administrative Rules and Regulations

Code of Massachusetts regulations. Secretary of State, 1976. 20v in 21.

Massachusetts register. Secretary of State, 1976 - No. 1 - .

Administrative bulletins: Directives and other communications from the Administrative Office of the District Court Department, 1970 -

Massachusetts Reports

Massachusetts reports. Various publishers, 1804-  
and

Massachusetts Appeals Court reports. Various publishers, 1972-

Massachusetts decisions first. West, 1885 - 1936, 40v.  
and

Massachusetts decisions second. West, 1936 - 111v.

Massachusetts Appellate Division reports, 15v. Lawyers Brief & Publishing Co. 1936-1950. 15v.

Massachusetts Appellate decisions. Wilson-Hill Co. 1960-1978, 59v.

Reports of the Massachusetts Appellate Division advance sheets. Lawyers Weekly, 1981 - (monthly to be bound at end of year).

Massachusetts advance sheets. Bateman & Slade (current publishers). Weekly.

Rules

Massachusetts rules of court. West. 1v. Annual.  
or

Lawyers Weekly guidebook rules supplement. Lawyers Weekly, 1979-1v. Loose-leaf.



## Shepard's

Shepard's Massachusetts citations.

Shepard's/Massachusetts, case and statute edition. 1967 - 3v.

## Digest

Massachusetts digest annotated. West, 1953 - 22v. in 47.

## Ordinances

Town and city ordinances and by-laws for each municipality in the division.

## Treatises

### General

Rodman, Robert M.

Methods of practice with forms. West, 1981 - 3v. (Mass. Practice v. 5, 5A, 5B)

Simpson, Donald R.

Summary of basic law. West 1974 - 2v. (Mass Practice v. 14 & 14A)

## Automobile Law

Martin, Ephraim

Automobile law and practice by Martin & Edward F. Hennessey. West 1976 - 2v. (Mass Practice v. 11 & 12)

## Civil Procedure

Maloney, Richard P.

Manual for District Court Clerk-Magistrates. Lawyers Weekly, 1980 1v.

Nolan, Joseph R.

Civil practice. West, 1975 - 2v. (Mass. Practice v. 9 & 9A).

Perlin, Marc C.

Handbook of civil procedure in the Massachusetts District Court by Perlin & John M. Connors. Lawyers Weekly, 1980 - 1v.





### Civil Procedure (con't)

Smith, James & Zobel, Hiller B.

Rules practices by Smith & Zobel. West, 1974 - 4v. (Mass. Practice v. 6-8)

or

Swartz, Edward M.

Massachusetts pleading and practice, forms and commentary by Swartz, Frederick A. Swartz and William Schwartz, Matthew Bender, 1974 - 7v.

### Commercial Law

Stickells, Austin, T.

Manual of uniform commercial code by Stickells & Carl B. Everberg. 1963 - 1v. (Mass. Practice v. 25)

Everberg, Carl B.

Uniform commercial code forms annotated. West, 1966 - 2v. (Mass Practice v. 26 & 27)

### Consumer Law

Alperin, Howard J.

Consumer rights and remedies by Alperin and Roland F. Chase. West, 1979 - 2v. (Mass. Practice v. 35 & 36).

### Corporations

Peairs, Chalmers

Business corporations. West, 1971 - 2v. (Mass. Practice v. 13 & 13A).

Smith, James W.

Massachusetts corporation law with tax analysis by Smith and Zolman Cavitch. Matthew Bender, 1963 -1v.

### Courts

Standards of judicial practice. District Court Department of the Trial Court.

Complaint process, 1975. Arraignment, 1977. Pre-trial release, 1977.

Civil commitment, 1979. Care & protection, 1980. Case flow management, 1980. Trials and probable cause hearings, 1981.

### Criminal Law and Procedure

Jury trial manual for criminal offenses tried in the district courts of

Massachusetts. District Courts, 1980 - 1v. Looseleaf.

Nolan, Joseph R.

Criminal laws, West, 1976 - 1v. (Mass. Practice v. 32).

Smith, Kent B.

Criminal practice & procedure. West, 1970 - 1v. (Mass. Practice v. 30)

LaFave, Wayne R.

Search & seizure, a treatise in fourth amendment. West, 1958 3v.



## Criminal Law and Procedure (con't)

Forcia, Charles E.

Wharton's criminal evidence. Lawyers Co-operative, 1972 - 4v.  
and

Wharton's criminal procedure. Lawyers Co-operative, 1974 - 4v.

## Equity

Reed, Leo A.

Equity pleading and practice. West, 1952. 2v. (1973 P.P.)

Nolan, Joseph R.

Equitable remedies. West, 1975 - 1v. (Mass. Practice v. 31).

## Evidence

Hughes, Kenneth B.

Evidence. West, 1961 - 1v. (Mass. Practice v. 19).

Liacos, Paul J.

Handbook of Massachusetts evidence. Little, Brown, 1981 - 1v.

Mottla, Gabriel V.

Proof of cases in Massachusetts including law of evidence. Lawyers Co-operative, 1966 - 2v.

## Forms

Rodman, Robert M.

Procedural forms annotated. West, 1974 - 3v. (Mass. Practice v. 10, 10A & 10B).

## Handicapped

Schwartz, Steven J.

A trial manual for civil commitment by Schwartz and Donald K. Stem.  
Mental Health Legal Advisers Committee, 1976 - 1v.

## Instructions to Juries

Model jury instructions for criminal offenses tried in the District Court

Department. Trial Court of Massachusetts, 1980 - 1v. (L-L)

## Juveniles

Mintzer, Barry L.

Representing the abused and neglected child in Massachusetts by Mintzer and  
John P. Casaly. 1980 1v.



### Landlord & Tenant

Adams, Fanuel

Hall on Massachusetts law of landlord & tenant by Adams and Charles Y. Wadsworth. Little, Brown, 1949 - 1v.

Stavisky, Harold

Landlord & tenant law by Stavisky and Robert A. Greeley. West, 1977 - 2v. (Mass. Practice v. 33 and 34).

### Municipal Law

Hardy, Henry W.

Municipal law. West. 1982 - 3v. (Mass. Practice v. 18, 18A, 18B).

### Property Law

Park, Maurice E.

Real estate law with forms, 2nd ed. by Park and Dorcas D. Park. West, 1981 - 2v. (Mass. Practice v. 28 & 28 A)

### Torts

Nolan, Joseph R.

Tort law. West, 1979 - 1v. (Mass. Practice v. 37)

### Trial Practice

Bishop, Richard W.

Prima facie case - proof & defense. West, 1970 - 2v. (Mass. Practice v. 17-17A).

Swartz, Edward M.

Trial handbook for Massachusetts lawyers. Lawyers Co-operative, 1972 -1v.

### Federal Statutes

United States code annotated. West Publishing, 210 v.

or

United States code service. Lawyers Co-operative, 120 v.



### Federal Cases

United States reports, G.P.O. V. 1 -

or

United States Supreme Court reports, lawyer's edition. Lawyers Co-operative.

1st series, 100 v.

2nd series, v. 1 -

or

Supreme Court reporter. West, v. 1 -

United States law week. Bureau of National Affairs, 2v.

### Directories

Lawyers Weekly guidebook

### Dictionaries

Black's law dictionary. West, 1979

or

Ballentine's law dictionary and pronunciations. Lawyers Co-operative. 1v.

Webster's new collegiate dictionary. G.L.C. Merriam Co., latest edition, 1v.









50.000        Housing Court Department

50.100        Policy

It shall be the responsibility of the Administrative Justice of the Housing Court Department of the Trial Court to maintain a legal collection for the Justices assigned to that division, clerks-magistrates, assistant clerks and housing specialists.

50.200        Personnel

The Administrative Justice shall designate a person on staff whose duty it shall be to see to the day-to-day management of any legal collections within the division, to advise the Administrative Justice in connection with the procuring and weeding of library contents, and to serve as liaison between the Trial Court Advisory Committee on Law Libraries and the Trial Court Law Library Coordinator.

50.300        Physical Facility

The legal collection shall be maintained in a room or space generally available to all court personnel requiring access to the materials.

50.400        Consultant Services

The Law Library Coordinator and Trial Court Law Librarians shall provide consultant service, if desired, in the areas of legal reference, budgeting for law books and upkeep of the collections.



MASSACHUSETTSStatutes

Acts and resolves of the Commonwealth of Massachusetts, advance sheets for current year. Secretary of State. (2 copies)

Annotated laws of Massachusetts, including annual general laws annotated. Lawyers Co-operative, 1932 - 52v. (2 copies)

and

Massachusetts general laws annotated including annual legislative service. West, 1958 - 45v. (3 copies)

2 additional copies of Ch. 186 and Ch. 239. (8 copies)

Reports

Massachusetts reports. Various publishers, 1804 - (3 copies)

Massachusetts advance sheets. Bateman & Slade (current publishers) (Weekly) (2 copies)

Codes

City of Boston code: Statutes, ordinances, regulations. City of Boston Law Department, 1975. 1v. (1 copy)

Ordinances of 1979 - ch. 29 Extending the regulating of rents and evictions; ch. 36 Concerning installation of fire and smoke detectors; ch. 37 Regulating evictions for condominium conversions.

Ordinances of 1981 - ch. 8 Further regulating certain evictions; ch. 19 Creating the inspectional services department; ch. 29 Setting fees for issuance of certificates of use and occupancy.

Ordinances of 1982 - ch. 10 Creating a Boston fair housing commission; ch. 15 Amending the ordinance regulating evictions for condominium conversions; ch. 16 Further amending the ordinance regulating certain residential rents and evictions; ch. 17 Further regulating certain residential rents and evictions with respect to accommodations in co-operatives.

Ordinances of 1983 - ch. 1 Rent equality act.

Code of Massachusetts regulations. Secretary of State, 1978 -  
105 CMR 400.000 - 410.000 State Sanitary Code, 1980 - (5 copies)  
780 CMR 100. - 2208. State Building Code, 1979 - (5 copies)

Rules

Massachusetts rules of court. West. 1v. Annual (14 copies)



## MASSACHUSETTS TREATISES

### Evidence

Hughes, Kenneth B.

Evidence. West, 1961 - (Mass. Practice v. 19) (1 copy)

Liacos, Paul J.

Handbook of Massachusetts evidence. Little, Brown, 1981. 1v. (6 copies)

### Landlord and Tenant Law

Adams, Faneuil

Hall on Massachusetts law of landlord and tenant by Admas and Charles Y. Wadsworth. Little, Brown, 1949. 1v. (2 copies)

Cambridge Tenants Organizing Committee.

Legal tactics: Handbook for Massachusetts tenants. Cambridge Tenants Organizing Committee, 1980. 1v. (2 copies)

Lapatin, Phillip

Residential landlord/tenant law, a modern Massachusetts guide by Lapatin and Herbert S. Berman. Rental Housing Association of the Greater Boston Real Estate Board, 1980. 1v. (2 copies).

### Property Law

Massachusetts Continuing Legal Education, Inc.

Condominium conversions. 81-5A. MCLE, 1980. 1v. (L-L) (2 copies)

Massachusetts Continuing Legal Education, Inc.

Condominiums: Creation, conversion and care. 83-6A. MCLE, 1982. 1v. (L-L) (2 copies)

Massachusetts Continuing Legal Education, Inc.

Real Estate Skills. 83-30. MCLE, 1983. 1v. (L-L) (2 copies)

## **GENERAL AMERICAN PUBLICATIONS**

### GENERAL REFERENCE

Massachusetts lawyers diary and manual. 1v. (Annual) (10 copies)

### RESTATEMENTS

American Law Institute

Restatement of the law. West, 1932 -

Property; landlord-tenant, 2d. 1977. 2v. (2 copies)

### TREATISES

#### Landlord & tenant law

Schoshinski, Robert S.

American law of landlord and tenant. Lawyers Co-operative, 1980. 1v. (2 copies)









60.000        Juvenile Court Department

60.100        Policy

It shall be the responsibility of the Presiding Justice in each division of the Juvenile Court Department of the Trial Court to maintain a legal collection for the Justices assigned to that division, clerks, assistant clerks and allied legal personnel serving in the department.

60.200        Personnel

The Presiding Justice shall designate a person currently on staff whose duty it shall be to see to the day-to-day management of any legal collection within the division, to advise the First Justice in connection with the procuring and weeding of collection contents, and to serve as liaison to the Trial Court Advisory Committee on Law Libraries, Trial Court Law Library Coordinator and Law Librarian.

60.300        Consultant Services

The Law Library Coordinator and Trial Court Law Librarians shall provide consultant services, if desired, in the areas of legal reference, budgeting for law books and upkeep of the collections.



MASSACHUSETTS

Statutes

Acts and Resolves of the Commonwealth of Massachusetts, advance sheets for year. Secretary of State.

Annotated laws of Massachusetts, including annual legislative service. Lawyers Co-operative, 1932 - 52v.

and  
Massachusetts general laws annotated including annual legislative service. West, 1958 - 45v.

Reports

Massachusetts reports. Various publishers, 1804 -

Massachusetts Appeals Court reports. Various publishers, 1972 -

Massachusetts advance sheets. S.J.C. and Appeals Court. Bateman & Slade (current publishers) (Weekly)

Massachusetts supplement. Massachusetts Law Publishing Co., 1981 -

Rules

Massachusetts rules of court. West. 1v. (Annual).

Lawyers Weekly guidebook rules supplement. Lawyers Weekly, 1979 - 1v. (L-L)

Shepard's

Shepard's Massachusetts citations.

Shepard's/McGraw-Hill, case and statute edition. 1967 - 3v.

Digest

Massachusetts digest annotated. West, 1953 - 22v. in 47.



### Finding Aids

Massachusetts Continuing Legal Education, Inc.  
Handbook of legal research, edited by Margot Botsford and Ruth Matz.  
MCLE, 1983. 1v. (L-L)

### Ordinances

Applicable ordinances and regulations from cities and towns within the court's jurisdiction.

### Administrative Reports

Massachusetts state ethics opinions. Massachusetts State Ethics Commission.  
1979 -

### Administrative Rules & Reports

Code of Massachusetts regulations. Secretary of State, 1978 - 20 v. in 21.

### Treatises

#### General

Rodman, Robert M.  
Methods of practice with forms. West, 1981 - 3v. (Mass. Practice v. 5, 5A, 5B)

### Criminal Law and Procedure

Jury trial manual for criminal offenses tried in the district courts. Massachusetts District Courts, 1980 - 1v. (L-L)

Nolan, Joseph R.  
Criminal law. West, 1976 - 1v. (Mass. Practice v. 32)

Smith, Kent B.  
Criminal practice & procedure. West, 1970 - 1v. (Mass. Practice v. 30)





### Evidence

Hughes, Kenneth B.

Evidence. West, 1961 - 1v. (Mass. Practice v. 19)

Liacos, Paul J.

Handbook of Massachusetts evidence. Little, Brown, 1981 - 1v.

### Family Law

McLellan, Gerald D.

Handbook on family law. Lawyer's Weekly, 1978 -

### Juveniles

Mintzer, Barry L.

Representing the abused and neglected child in Massachusetts, by Mintzer and John P. Casaly. Boston Office for Children, 1980. 1v.

### Federal

#### Cases

Supreme Court Reporter. West, v.1 -

United States Law Week. Bureau of National Affairs. 2v. (L-L)

North Eastern Reporter. West. 2nd series, v. 1 -

#### Rules

Federal rules. West. (Annual)

Federal rules of evidence digest. Callaghan & Co., 1979 - 3v.

Federal rules of evidence service. Callaghan & Co. 1v. (L-L)

### General American Publications

#### Criminal Law and Procedure

LaFave, Wayne R.

Search & seizure, a treatise in fourth amendment. West, 1978. 3v.



## Criminal Law and Procedure (con't)

Ringel, William E.

Search & seizure, arrests and confessions. Clark Boardman, 1978 - 2v.  
(L-L)

Sobel, Nathan R.

Eye-witness identification. Clark Boardman, 1972 - 1v.

Clark Boardman Company,

Search & seizure law report. 1975 - (L-L)

## Family Law

Bureau of National Affairs, Inc.

Family law reporter. 2v. (L-L)

## Juveniles

Davis, Samuel M.

Rights of juveniles; The juvenile justice system. Clark Boardman, 1980 -1v.  
(L-L)

Law and tactics in juvenile cases. National Juvenile Law Center, 1977. 1v.

Besharov, Douglas J.

Juvenile justice advocacy; Practice in a unique court. Practising Law  
Institute, 1974. 1v.

Bourne, Richard

Critical perspectives on child abuse by Bourne and Eli H. Newberger.  
Lexington Books, 1979. 1v.

Piersma, Paul

Law and tactics in juvenile cases. ALI-ABA, 1977.

## Medical

Tennehouse, Dan J.

Attorneys medical desk. Lawyers Co-operative, 1975. 1v.

Meyers, David W.

Medico-legal implications of death and dying. Lawyers Co-operative, 1981.  
1v.



### Medical (con't)

Gilham, Alfred G.

The pharmacological basis of therapeutics by Gilman and Louis S. Goodman. MacMillan, 1980.

Harrison's principals of internal medicine by Isselbacher, Adams, Braunwald, Petersdorf and Wilson. McGraw Pretest, 1981.

Selected summaries of unreported medical treatment decisions from the Trial Court of Massachusetts. A project of the Task Force on Medical Treatment Issues. M.B.A., Health Law Committee, 1981. 1v.

### General Reference

Physician's desk reference for non-prescription drugs. Medical Economics. 1v. (Annual)

Black's law dictionary. West, 1979. 1v.

Webster's collegiate dictionary. G.L.C. Merriam Co., latest edition. 1v.

Massachusetts lawyers diary and manual. 1v. (Annual)

Roget's thesaurus, latest edition.

### Periodicals

Boston Bar Journal

Massachusetts Lawyer's Weekly

Juvenile and Family Court Journal, 1978 - present.

Juvenile Court Digest, 1974 - 1977.  
(Continued as Juvenile Law Digest)

Juvenile Court Journal, 1969 - 1972.

Juvenile Court Judges Journal, 1964 - 1969.  
(Continued as Juvenile Court Journal)

Juvenile Justice Digest, 1979 - present.

Juvenile Law Digest, 1978 - present.

Massachusetts Family Law Journal.

Massachusetts Law Quarterly.

New England Law Review.









70.000 Land Court Department

70.100 Policy

It shall be the responsibility of the Administrative Justice of the Land Court Department of the Trial Court to maintain a minimum law library for the exclusive use of the justices named to the Department and justices assigned from time to time to sit in the Department and their law clerks.

70.200 Personnel

The Administrative Justice shall designate a person currently on staff whose duty it shall be to see to the day-to-day management of the law library, to advise the Administrative Justice in the adoption of necessary rules to promote the security of collections, to advise the Administrative Justice in connection with the procuring and weeding of library contents, and to serve as liaison between the Trial Court, Advisory Committee on Law Libraries and the Trial Court Law Library Coordinator.

70.300 Physical Facility

The law library shall be maintained in a room or space generally set aside for legal research and shall not be used routinely as a conference room for the handling of court business, as an office for administrative purposes, as the personal office of any justice or in any manner inhibiting its use as a law library.

70.400 Consultant Services

The Law Library Coordinator and Trial Court Law Librarians shall provide consultant service, if desired, in the areas of legal reference, budgeting for law books and upkeep of the collections.



Statutes

Acts and resolves of the Commonwealth of Massachusetts. Advance Sheets for current year. Secretary of State. (4 copies).

Annotated laws of Massachusetts including annual legislative service. Lawyers Co-operative. (7 copies).

Massachusetts general laws annotated including annual legislative service. West. (2 copies).

Reports

Massachusetts reports. Various publishers, 1804 - (5 copies).

Massachusetts Appeals Court reports. Various publishers, 1972 - (5 copies).

Shepard's

Shepard's Massachusetts citations. (5 copies).

Shepard's/McGraw-Hill, case and statute edition. 1967. 3v. (5 copies).

Finding Aids

Massachusetts digest annotated. West. (2 copies).

Massachusetts law finder. West. (1 copy).

TreatisesProperty Law

Anderson, Robert M.

American law of zoning. Lawyers Co-operative, 1976 - (1 copy).

M.C.L.E.

Essential real estate practice. 1976 - (1 copy)

Swaim, Roger D.

Crocker's notes on common forms. Little, Brown, 1955. (3 copies).

Dictionaries

Black's law dictionary. West. Most recent edition (2 copies).

Periodicals

National Law Journal. (1 copy).

Real Estate Review. (1 copy).







80.000        Probate and Family Court Department

80.100        Policy

It shall be the responsibility of the Register, under the direction of the Justices, in each division of the Probate and Family Court Department of the Trial Court to maintain at least one minimum law library for the exclusive use of the justices named to the division, justices assigned from time to time to sit in the division, the Registers, Assistant Registers and Probation Officers, serving in the division and lobbies for the justices.

80.200        Personnel

The Register, with the approval of the Justices, shall designate a person currently on staff whose duty it shall be to see to the day-to-day management of any law library within the division, to advise the Register and Justices in the adoption of necessary rules to promote the security of collections, to advise the Justices and Register in connection with the procuring and weeding of library contents, and to serve as liaison to the Trial Court Advisory Committee on Law Libraries, Trial Court Law Library Coordinator and Law Librarians.

80.300        Consultant Services

The Law Library Coordinator and Trial Court Law Librarians shall provide consultant services, if desired, in the areas of legal reference, budgeting for law books and upkeep of the collections.





80.400 Collection

Notes:           \*     Justice's Lobby  
                  \*\*     Legal collection for Registers and Assistant Registers  
                 \*\*\*     Both  
                 \* \*\*    Justice's Lobby or Legal collection

Statutes

\*\*\* Annotated laws of Massachusetts including annual legislative service.  
Lawyers Co-operative, 1932 - 52v.  
or  
Massachusetts general laws annotated including annual legislative service.  
West, 1958 - 45v. in 66.

Reports

\* \*\* Massachusetts reports. Various publishers, 1940 - vol.300+  
\*\*\* Massachusetts advance sheets. Bateman & Slade (Weekly)

Finding Aids

\* \*\* Massachusetts digest annotated. West, 1953 - 22v. in 47.

Treatises

Civil Procedure

\*\*\* Smith, James W.  
Rules practice by Smith and Hiller B. Zobel. West, 1974 - 3v. (Mass.  
Practice, v. 6-8)

Equity

\*\*\* Nolan, Joseph R.  
Equitable remedies. West, 1975 - (Mass. Practice v. 31)  
\*\*\* Read, Leo A.  
Equity pleading and practice. West, 1952. 2v. (Mass. Practice v. 6 &  
7)



### Family Law

- \*\*\* Lombard, John F.  
Family law. West, 1967. 4v. (Mass. Practice v. 1-3)

### Probate

- \*\*\* Lombard, John F.  
Probate law and practice. West, 1962 - 5v. (Mass. Practice v. 20-24)

### Wills and Estate Planning

- \*\*\* Newhall, Guy  
Settlement of estates and fiduciary law in Massachusetts. Lawyers  
Co-operative, 1958 - 3v.

## General American Treatises

### Family Law

- \* \* \* Bureau of National Affairs, Inc.  
Family law reporter. 2v. (L-L)

### Trusts and Trustees

- \*\*\* Scott, Austin Wakeman  
The laws of trusts. Little, Brown, 1967 - 6v.

## Periodicals

Massachusetts Family Law Journal.

Note: Selection of books should take into consideration the proximity of the library and the possibility of judges and/or registers sharing a legal collection.







90.000 Superior Court Department

90.100 Policy

It shall be the responsibility of the Chief Justice or a designee to maintain a courtroom/lobby collection for each justice.

90.200 Personnel

The Chief Justice shall designate a person or persons currently on staff whose duty it shall be to see to the management of the courtroom/lobby collections in each Superior Court, to advise the Chief Justice in the adoption of necessary rules to promote the security of collections, to advise the Chief Justice in connection with the procuring and weeding of library contents, and to serve as liaison to the Trial Court Advisory Committee on Law Libraries, Trial Court Law Library Coordinator and Law Librarian.

90.300 Consultant Services

The Law Library Coordinator and Trial Court Law Librarians shall provide consultant services, if desired, in the areas of legal reference, budgeting for law books and upkeep of the collections.





Statutes

Annotated laws of Massachusetts including annual legislative service.  
Lawyers Co-operative, 1932 - 52v.

or

Massachusetts general laws annotated including annual legislative service.  
West, 1958 - 45v.

Massachusetts Reports

Massachusetts reports. Various publishers, 1960 - v. 340 -

Massachusetts Appeals Court reports. Various publishers, 1972 -

Massachusetts advance sheets. Bateman & Slade (current publishers)  
(Weekly)

Shepard's

Shepard's Massachusetts citations

Shepard's/McGraw-Hill, case and statute edition. 1967. 3v.

Digest

Massachusetts digest annotated. West, 1953 - 22v. in 47.

Treatises

Bishop, Richard W.

Prima facie case-proof and defense, 2nd ed. West, 1970 - 2v. (Mass.  
Practice, v. 17-17A)

Hughes, Kenneth B.

Evidence. West, 1961 - 1v. (Mass. Practice, v. 19)

Liacos, Paul J.

Handbook of Massachusetts evidence. Little, Brown, 1981 - 1v.

Mottla, Gabriel V.

Proof of cases in Massachusetts including law of evidence. Lawyers  
Co-operative, 1966 - 2v.



Treatises (con't)

Nolan, Joseph R.

Civil practice. West, 1975 - 2v. (Mass. Practice, v. 9 & 9A)

Nolan, Joseph R.

Criminal law. West, 1976. 1v. (Mass. Practice, v. 32)

Nolan, Joseph R.

Equitable remedies. West, 1975 - (Mass. Practice v. 31)

Nolan, Joseph R.

Tort law. West, 1979 - 1v. (Mass. Practice v. 37)

Smith, Kent B.

Criminal practice & procedure. West, 1970 - 1v. (Mass. Practice, v. 30)

Smith, James W.

Rules practice by Smith and Hiller B. Zobel. West, 1974 - 4v. (Mass. Practice, v. 6-8)







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